

MOST IMMEDIATE
TIME BOUND

Government of India
Ministry of Commerce
Directorate General of Foreign Trade
Udyog Bhawan, New Delhi

F.No.6/2/2013-14/B&A/

Dated 07.10.2013

To

Jt. DGFT
All Port Offices

Subject: Preparation and submission of Revised Estimates for 2013-14 (Plan and Non-Plan) and Budget Estimates for the Year 2014-15 (Non-Plan) - Instructions and Programme for Revenue and Capital Expenditure Budget-Demand No.11- Department of Commerce.

Sir,

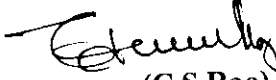
I am directed to forward herewith a copy of OM No.G-20008/16/2012-B&A dated 3rd October, 2013 received from Ministry of Commerce (B&A Section) on the above subject and to request that the proposal for Revised Estimates for 2013-14 (Plan and Non-Plan) and Budget Estimates 2014-15 (Non-Plan) for various sub-heads/Offices appearing in Demand No.11-Department of Commerce and pertaining to your Office may please be sent to this office positively by 9th October, 2013 (by Fax/E-mail) so as to enable this office to examine and send a consolidated proposal of DGFT Organization to the Ministry of Commerce well in time.

2. Further, it is stated that the detailed information may be given in the prescribed Proforma and Appendix are enclosed.

3. It is also requested that the instructions issued by the Ministry of commerce in the enclosed OM may be kept in mind while formulating the budget proposals.

4. This may please be treated as MOST IMMEDIATE. Along with the above information, all offices are requested to separately enclose reconciled Monthly Expenditure Statement ending September, 2013, from their concerned Pay & Accounts Offices.

Yours faithfully,


(C.S.Rao)

Dy. Director General of Foreign Trade
cs.rao59@nic.in
011-23063195

Dated: 07.10.2013

1. General Branch is requested to forward the proposal regarding Office Expenditures, DTE, Publication and Other Charges in respect of DGFT(HQ) in the prescribed proforma i.e. Proforma -A latest by 09.10.2013.
2. Cash Section is requested to forward the proposals regarding Salaries in respect of DGFT (HQ) in the prescribed Annexure and Appendix latest by 09.10.2013.
3. EDI Section is requested to forward the proposal regarding Modernization and Up-gradation of DGFT latest by 08.10.2013 in the prescribed Annexure and Appendix latest by 09.10.2013. It is also requested to upload this letter on the DGFT website with a scanned copy of the OM dated 03.10.2013.
4. HRD-I is requested to forward the proposals regarding HRD and Foreign Training in respect of DGFT(HQ) in the prescribed Annexure and Appendix latest by 09.10.2013.
5. HRD-II is requested to forward the information regarding details of post wise sanctioned strength and actual working strength as on 31.3.2013 for DGFT Organization in the prescribed Annexure and Appendix latest by 09.10.2013.
6. HRD-III is requested to forward the proposal regarding Medical Treatment, Professional Services and Advances in respect of DGFT (HQ) in the prescribed Annexure and Appendix latest by 09.10.2013.
7. DBK Cell.
8. DGCI&S.


(C.S. Rao)

Dy. Director General of Foreign Trade.
cs.rao59@nic.in
011-23063195

New Delhi, Dated: 30.09.2013

OFFICE MEMORANDUM

3-10-2013

Subject: Preparation and submission of Revised Estimates for 2013-14 (Plan and Non-Plan) and Budget Estimates for the year 2014-15 (Non-Plan) Instructions and Programme for Revenue and Capital Expenditure Budget-Demand No.11- Department of Commerce.

The undersigned is directed to refer to Budget Circular for the year 2014-15 received from M/o Finance Vide No.F.2(32)-B(D)/2013 dated 25.09.2013 on the above mentioned subject and to request that information in respect of proposals for Revised Estimates 2013-14 (Plan and Non-Plan) and Budget Estimates 2014-15 (Non-Plan) for various subheads/ offices appearing IN Demand No.11- Department of Commerce along with the following annexure may please be furnished to this Department latest by the 10th October, 2013, for further details upload Budget Circular from Finance Ministry's website finmin.nic.in.

1. Appendix II- Estimates of Interest Receipts and Loans Repayments.
2. Appendix II A- Estimates of Loan/ Interest Repayments by Central PSUs/Other Parties.
3. Appendix IX-V-Statement showing amount of Charged expenditure includes in the Estimates.
4. Appendix V A- Statement showing the estimate of recoveries taken in reduction of expenditure under each if the Major Head included in SBE.
5. Appendix V B- Statement showing equity and loan component of investments in Public Sector Enterprises.
6. Appendix VIII- Guidelines for preparation of Notes on Demands.
7. Appendix IX-A and X-F-Estimated Strength of Establishment and provision therefore.
8. Appendix IX B, X B-Project-wise provision for expenditure on externally aided projects in the Central Plan.
9. Appendix IX C- Statement showing broad details of Non Plan Expenditure provisions costing Rs.2.5 lakh and above in BE 2014-15.
10. Appendix IX D-Details of provision in BE 2014-15 for payment of grants in aid to non Government bodies.
11. Appendix IX E -Works Annexure-Details of individual works costing Rs.5 crores or above.
12. Appendix IX F- Statement showing revised cost Estimates of Projects of Public Sector Undertakings and Departments Undertakings.
13. Appendix IX H,X-G-Statement showing contributions International Bodies provided for in the Budget Estimates for 2014-15.
14. Appendix IX I,X-J-Statement showing Guarantee given by the Central Government and Outstanding as on 31st March, 2013.

JDG (S.K.S.)

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(C&R)J.P.K.
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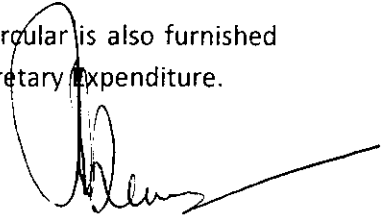
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15. Appendix IX J, X-H-Statement showing Grants-in-aid exceeding Rs.5 lakhs (recurring) or Rs.10 lakhs (non-recurring) sanctioned to Pvt. Institutions/organizations/Individuals during the year 2012-13.
16. Appendix IX-K-Statement showing the source of funds for grantee bodies receiving grants of over Rs. 10 lakhs per year from Consolidated Funds of India.
17. Appendix X-A-Particulars of New Services/New Instrument of Service" for which provision is made in the Budget Estimates 2014-15.
18. Appendix X-D-Statement showing Internal & Extra Budgetary Resources of Public enterprises.
19. Appendix X-E-Statement showing provisions in the Budget for Central and Centrally sponsored Plan Scheme.
20. Appendix X-K-Tax Revenue raised but not realized.
21. Appendix X-L-Arrears of Non-Tax Revenue.
22. Appendix X-M I and M-II-Asset Register and FRBM Rule, 2012-Medium Term Expenditure Framework.
23. Appendix X-N-Statement showing direct transfers of Central Assistance to State/District level Autonomous Bodies.
24. Appendix X-O (Part I & II)- Externally aided projects under Central Plan where inflows during 2013-14 are Rs.100 crores or more.
25. Appendix X-P-Statement showing schemes for the development of Schedules Castes.
26. Appendix X-Q-Statement showing schemes for the development of and Scheduled Tribe.
27. Appendix XI-Liability on Annuity Projects.

While preparing estimates for RE 2013-14, 10% Mandatory cut in Non-Plan expenditure excluding Salaries may be made as per guidelines issued by M/o Finance vide OM. No. 7 (2)/E. Coord/2013 dated 18/09/13 circulated vide by IFD of Department of Commerce vide their O.M. No. F.No. 2/1/2010/-FD dated 19/9/2013 (Copy enclosed).

Information required under Para 3.6.2 (g) at Page 7 of the Budget Circular is also furnished along with the proposal of RE 2013-14 & BE 2014-15 for discussion with Secretary Expenditure.


(Neelam S. Kumar)
Chief Controller of Accounts

1. DGFT/DGCIS/DGS&D
2. AS(DSD)/AS(JSD)/AS(RK)/AS(MP)
3. JS (JKD)/JS (Siddharth)/JS(RA)/JS(AKT)/JS(RC)/JS(AM)/JS(SC)/JS(SP)
4. TA/TC Division (in respect of all Commercial Missions Abroad)