

BUDGET-INSTRUCTIONS
MOST IMMEDIATE/DATE BOUND

No: 2/5/2021-1B&C

From

Additional Chief Secretary to Government Haryana,
Finance Department

To

1. All the Heads of Departments.
2. Commissioners of all Divisions.
3. Deputy Commissioners in the Haryana State.
4. Registrar General, Punjab & Haryana High Court, Chandigarh.

Dated, Chandigarh, the 15th November, 2021.

Subject:- Instructions for preparation of Budget Estimates for 2022-23 regarding.

Sir,

All the Departments are required to submit Budget proposals every year to the Finance Department for the finalization of Budget Estimates for the next year. Though the comprehensive instructions for preparing these Budget proposals are contained in Chapters 3, 4 and 5 of the Budget Manual, yet some additional instructions are issued on the subject by the Finance Department every year. It has been observed that some Departments do not adhere to these instructions while framing Budget Estimates leading to unwanted correspondence and delay. You are, therefore, requested to instruct the concerned officials of your organization to keep these guidelines in view besides the provisions contained in the Budget Manual particularly to the above stated provisions while preparing the Budget Estimates for the year **2022-23**.

2. The instruction/guidelines (**placed at Annexure – A & B**) seeking tentative budget proposals of Welfare & Development Schemes and Centrally Sponsored Schemes for Annual Budget Estimates **2022-23** along with the formats (**Statement I to III, placed at Annexure-B**) is also requested to adhere while preparing Budget Estimates.

3. Attention is particularly invited to the submission of modified B.M.2 form through online basis by Departments through the User Id assigned to them for Budget on bamsharyana.nic.in portal (enclosed as Annexure-I) which should contain the following information:-

- (a) Original estimates (B.E.) of the current year 2021-22.
- (b) Actuals Accounts of year 2019-20 as per Finance Accounts of PAG (A&E).
- (c) Actuals of year 2020-21 for the last 6 months.
- (d) Actuals of current year 2021-22 for the first 6 months.
- (e) Revised Estimates of expenditure for the year 2021-22 proposed by Department.

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