OFFICE MEMORANDUM

Subject: Instructions on incurring of expenditure – Reference from M/o Finance – forwarding of

The undersigned is directed to forward herewith Ministry of Finance D.O No. F.2(20)-B(P&A)/2019 dated 22nd November, 2019 on the subject mentioned above for information and necessary action.

(M. Vasudevan)
Under Secretary to the Govt. of India
☎ 2307-2237

Send: As above

To,

1. RGI / AS (UT) / AS (P) / AS (PM) / AS (J&K) /
2. All Joint Secretaries of the Ministry of Home Affairs
3. Joint Secretary (Security), Cabinet secretariat / Joint Secretary (DOL)
4. All Finance Secretaries of the Union Territories in respect of concerned UT Demand
5. As per the standard address list.
Copy forwarded for information and necessary action:-


2. Smt. Anita Bhardwaj, Section Officer, Cash —I, MHA, NDCC-II Building New Delhi

3. Shri M.S Rawat, Section Officer, Parliamentary Committee on Official Language, 11, Teen Murti Lane, New Delhi.


5. Shri Sanjay Kumar, Joint Director (Budget), O/O the Registrar General of India, 2/A, Man Singh Road, New Delhi.


7. Shri Ravinder Singh, Dy. Secretary, Inter-State Council Sectt., Vigyan Bhavan Annex, New Delhi.

8. Shri Shamim, Director, National Fire Service College, Ministry of Home Affairs, Nagpur.

9. Shri Om Prakash, Section Officer (Budget), Deptt. of Official Language, 4th Floor, NDCC II Building, Jai Singh Road, New Delhi.

10. Shri M. Bhattacharjee, Senior Accounts Officer, National Human Rights Commission, Manav Adhikar Bhawan, INA, New Delhi.

11. Shri Sudershan Kumar, Deputy Secretary, Zonal Council Sectt, Jam Nagar House, New Delhi.


13. Shri Krishna Saluja, Section Officer (II A Unit), President’s Sectt., New Delhi.

14. Shri Surajit Dutta, Under Secretary, Prime Minister’s Office, South Block, New Delhi.

15. Ms. Saumitra Sahar, Under Secretary (Ad.-I), Cabinet Secretariat, Rashtrapati Bhawan, New Delhi. Ms Lalita T. Hedao, Under Secretary (M&G), CS Division, MDCNS, New Delhi.

16. Shri Ashish Kumar Panda, Under Secretary, O/o Principal Scientific Adviser to the Govt. of India, 310-A, Vigyan Bhavan Annex, New Delhi.

17. Shri R.K Jain, Deputy Secretary, National Security Council Sectt, 3rd Floor, Sardar Patel Bhawan, Parli. Street, New Delhi. 110001.

18. Shri B.R. Sharma, Chairman, Land Ports Authority of India, Lok Nayak Bhawan, New Delhi.

19. Shri N. Madhusudhana, Deputy Director (Admn), Sardar Vallabhbhai Patel National Police Academy, Ministry of Home Affairs, Hyderabad-500052

21. Shri Limatenjen, Joint Director, North Eastern Police Academy (NEPA), Umsaw, Ri-Bhoi District, Shillong, Meghalaya-793123.

22. Shri S.N. Pandey, SP (Admn.), National Investigation Agency, Lodhi Road, New Delhi.


24. Shri Parveen Kumar, Deputy Director (Admn.), Narcotics Control Bureau, West Block No.1, Wing No. 5, R.K. Puram, New Delhi.

25. Shri M.P. Sharma, Joint Director(Admn), NCRB, NH-8, Mahipalpur, New Delhi-110037.


27. Shri Sankha Roy, Under Secretary (Security), Cabinet Sectt, North Block, New Delhi.

28. Shri N.K. Banerjee, Assistant Director, (Admn.), BPR&D, NH-8, Service Road, Mahipalpur, New Delhi-110037.

29. Shri Y.M. Upadhyay, DIG(Admn), LNJP National Institute of Criminology & Forensic Science, Ministry of Home Affairs, Sector-3, Outer Ring Road, Rohini, Delhi-110085.

30. Senior Scientific Officer (FS) Central Forensic Science Laboratory/ DFS, Block No. 4, 4th Floor, C.G.O Complex, Lodhi Road, New Delhi.

31. Shri B.N. Bardhan, Director, Central Forensic Science Laboratory (CBI), Block No.4, 4th Floor, C.G.O. Complex, Lodhi Road, New Delhi.

32. Director cum Chief Forensic Scientist, DFS, Block No9 CGO Complex, Lodhi Road, New Delhi.

33. Shri Vikas Chandra Karol, Asstt. FA, Central Reserve Police Force, Block No.1 CGO Complex, Lodhi Road, New Delhi-3.

34. Shri P.S. Gosain, Assistant Commandant, CRPF, Block No.1 CGO Complex, Lodhi Road, New Delhi-3.

35. Shri Keshar Singh Bist, Deputy Commandant, SAO (Fin), Assam Rifles, Shillong, Meghalaya. (Through Liaison Office, Assam Rifles New Delhi).

36. Shri Surender Mohan, AC (Fin.), Border Security Force, Block No.1, CGO Complex, Lodhi Road, New Delhi.

37. Shri Ashok Saini, Accounts Officer, Indo-Tibetan Border Police, Block No. II, CGO Complex, Lodhi Road, New Delhi.


41. Shri Navneet Singh, FA to CP, Delhi Police, MHA, New Delhi.
42. Mr. A.V.S. Kaliyar, AIG (A/Cs), Special Protection Group, SPG Complex, Adm. Block, Sector VIII, Dwaraka, New Delhi.

43. Shri Basant Swaroop, Director (Finance), National Technical Research Organisation, Block-III, Old JNU Campus, New Delhi -110016.


45. Accounts Officer, National Institute of Disaster Management, I.P. Estate, New Delhi

46. Shri Anil Subramaniam, Dir (WS) & Consultant, Women Safety Division, New Delhi

47. Shri Balram Jain, Sr. Accounts Officer (A/Cs), Pay & Accounts Office, Departmental Accounting Organisation of MHA, Khan Market, New Delhi.


49. PAO (Cabinet Affairs), Ministry of PPG&P, C-I Hutments, Dara Shikoh Road, New Delhi.


Copy also forwarded for information to:

(i) PS to SS & FA (Home)/PS to Pr. CCA (H)
(ii) PS to CCA (H)/ Dir (Fin-Home)/Director (Fin-Pers)/CA (Budget)
(iii) US (Bgt-II) / SO (Budget-II)
(iv) SO (IT)-with the request to upload the OM & Its annexure on MHA Website (under what’s New) as well as on e-office.
Dear Financial Adviser,

The Pre-Budget meetings were held between 14th October to 21st November, 2019 to decide the ceilings of RE 2019-20 and BE 2020-21. While the same shall be formally conveyed to you shortly, you are fully aware of the tentative figures approved as ceilings in the meeting.

2. I am writing this letter to you with the request to strictly adhere to the RE ceilings for the current year in respect of all the Demands under your charge. It needs to be ensured that the expenditure is contained within the approved RE ceiling and under no circumstances, the ceiling is breached.

3. I would, therefore, request you to closely monitor the expenditure during the last quarter of the current financial year and avoid any rush of expenditure. The Department of Economic Affairs has also issued instructions vide O.M.No.15(39)-B(R)/2016 dated 21st August, 2017 relating to 33% and 15% expenditure ceilings in the last quarter and last month respectively of the financial year. These instructions may also be adhered to strictly.

4. In case any further clarification is required, you may instruct your officials to contact the Budget Division.

With regards,

Yours sincerely,

(Atanu Chakraborty)

All FAs of the Central Ministries/Departments.