

FAX

TO: HOD FINANCE ALL BRANCHES /FINANCE DIVISIONAL HEADS AT C.O.

FROM: C.S. KARKI, JGM-F

THE OVERHEAD EXPENDITURE BUDGET FOR THE F.Y. 2018-19 IS TO BE REVIEWED. IN THIS CONNECTION YOU ARE REQUESTED TO PROVIDE ACTUAL EXPENDITURE INCURRED UPTO 31.12.2018 ALONGWITH REVISED BUDGET REQUIRED FOR 2018-19 ON MOST REALISTIC BASIS IN THE PRESCRIBED FORMAT. IT MAY ALSO BE NOTED THAT NECESSARY RE-APPROPRIATION OF OVERHEAD BUDGET AMONG VARIOUS HEADS OF ACCOUNTS WILL BE MADE WITHIN THE OVERALL APPROVED BUDGET ONLY. FURTHER ESTIMATES FOR OVERHEAD EXPENDITURE BUDGET FOR THE F.Y. 2019-20 MAY ALSO BE FURNISHED.

NECESSARY JUSTIFICATION MUST BE GIVEN IN CASE OF VARIATION BETWEEN APPROVED/ACTUAL AND REVISED ESTIMATES.

THE ABOVE INFORMATION DULY VETTED BY HOD FINANCE AND BM MAY BE SUBMITTED TO F&A CORPORATE ACCOUNTS DIVISION BY 7<sup>TH</sup> FEBRUARY 2019 POSITIVELY.

  
C.S. KARKI 30.1.19

JGM-F

30.01.2019