

**Urgent – Time Limit**

Office of the  
Director of Technical Education  
Thiruvananthapuram  
Dated: 20.08.2010

No.Fin.A1-22126/2010

**CIRCULAR**

Sub: Revised Estimates for 2010-2011 and Budget Estimate for  
2011 - 2012 – Regarding.

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All heads of institutions are requested to forward the Revised Estimates for 2010-11 and Budget Estimates for 2011-2012 (PLAN & NON PLAN) in the prescribed proforma (Proforma enclosed). The proposals should be made available to the undersigned as per the following:

NON PLAN - On or before 14.09.2010

PLAN - On or before 05.10.2010

All columns of the proforma should be filled up carefully without any omission. The proposals should be forwarded within the stipulated time. The Heads of Institutions and Accounts Officer/Superintendent/ Head

Accountant will be personally responsible for the accuracy and prompt submission of the Budget Estimates and any lapse in this regard will be viewed seriously.

The Heads of Institutions are also instructed to note the monthly rate of electricity and water charges which are to be paid for each consumer number in the Institution and the arrears to be paid showing the period from which it is due.

The proposals should be sent to:

*The Senior Finance Officer*

*Directorate of Technical Education*

*Padmavilasam, Fort.P.O*

*Thiruvananthapuram – 23*

Sd/-

P.V.GOPALAKRISHNAN

SENIOR FINANCE OFFICER

For DIRECTOR OF TECHNICAL EDUCATION

To

- (1) All heads of institutions (Govt./Aided)
- (2) The Senior Joint Director(Ecs)
- (3) The Senior Joint Director(PS) – may furnish specific Budget proposals if any.
- (4) The Joint Director, RDTE,Kothamangalam/Kozhikode
- (5) The Joint Director,(IIIC)
- (6) The Joint Director, CD Centre, Kalamassery
- (7) The Assistant Director, SD Centre, Kalamassery
- (8) The Joint Controller of Technical Education Thiruvananthapuram  
May furnish the Budget proposals in respect of the head of account 2203-00-108-99 Non Plan/Plan within the stipulated time.
  
- (9) The Administrative Officer – may furnish the Budget proposals in respect of the head of account 2203-00-001-99 (Non Plan & Plan) within the stipulated time.
  
- (10) The Deputy Director (P&T)
- (11) The Deputy Director(General) – may furnish the Budget proposal for the head of account "2203-00-104-95 (Non Plan) in respect of grant-in-aid to private industrial schools in the state on or before the due date.
- (12) The Planning section may furnish the details of newly created abolished posts in respect of all heads of account operated by this department.
- (13) Fin A2 Section
- (14) Fin A3/A4 section may furnish actual expenditure for 2009-10 in respect of all Non-plan/Plan heads and revenue budget.
- (15) Director of Technical Education's Table
- (16) Accounts Officer(General)
- (17) Superintendent, Accounts Section
- (18) Stock File
- (19) Office Copy.

FORWARDED BY ORDER

TT/20.08

SUPERINTENDENT





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Statement: 6

Name of Institution:

Head of Account:

**12-STIPEND AND SCHOLARSHIPS**

Sl. No	Name of stipend and scholarship	No. of students involved	Rate per student	Total for 2010-2011	Budget estimate for 2011-12	Remarks
1	2	3	4	5	6	7

NOTE: Scholarship/Stipend paid by the Technical Education Department only need be included

Statement: 7

Name of Institution:

Head of Account:

**17-MINIOR WORKS**

Sl. No	Description of Works	Sanction if any	Amount	Total for - 2010-11	Budget estimate for 2011-12	Remarks
1	2	3	4	5	6	7

Statement:8

Name of Institution:

Head of Account:

**18-MAINTENANCE**

Sl. No	Description of maintenance	Sanction, if any	Amount	Total for 2010-2011	Budget estimate for 2011-12	Remarks
1	2	3	4	5	6	7

**Statement:9****Name of Institution:****Head of Account: 19-Machinery & Equipments**

Sl. No	Dept/section	Cost of Each Machinery or Equipments	Pending payments, if any with details	Total for 2010-2011	Budget estimate for 2011-12	Remarks
1	2	3	4	5	6	7

Note: The head of Institution should collect the actual details of M7E required for 2011-12 for each department/section in consultation with the head of Section/department concerned.

**Statement-10****Name of Institution:****Head of Account: 21-Motor Vehicles**

Sl. No	Registration No. of the vehicle	Fuel (Petrol/Diesel)	Cost of vehicle proposed to be purchased	Sanction, if any	Repair & Maintenance charges for 2010-11	Total for 2010-11	Budget estimate 2011-12	Remarks
1	2	3	4	5	6	7	8	9

Note: The Provision required for the purchase of new vehicle, repair and maintenance of existing vehicle etc, should be classified under the detailed head, Motor vehicles itself. The estimate proposed under Motor vehicles should indicate separately the amount required under (a) Purchase of New Vehicle (b) Repairs & maintenance.

**Statement-11**

**Name o Institution:**

**Head of Account: 24-Materials & Supplies**

<b>Sl. No</b>	<b>Average cost of materials &amp; Consumables for 1 year for each dept/section</b>	<b>Other items, if any</b>	<b>Arrears to be paid</b>	<b>Total for 2010-2011</b>	<b>Budget estimate for 2011-12</b>	<b>Remarks</b>
1	2	3	4	5	6	7

**Statement-12**

**Name of Institution:**

**Head of Account: 34 Other Charges**

Sl. No.	Total amount Required for Water Charges for Workshop, Laboratory & Hostels for 1 year	Total amount Required for Electricity Charges for Workshop, Laboratory & Hostels for 1 year	Other types of any, with details (Other items)	Amount Required for Educational Tour of students	Total for 2010-2011	Budget estimate for 2011-12	Remarks
1	2	3	4	5	6	7	8

Statement-13

Name of Institution:

Head of Account: 45-P.O.L

Sl. No	Registration No. of the vehicle	Fuel (Petrol/ Diesel)	Actual Consumption of fuel during 2009-10	Expenditure up to 31.08.10	Anticipated Expenditure for the remaining period	Total for 2010-2011	Budget estimate for 2011-12	Remarks
1	2	3	4	5	6	7	8	9

HEAD OF INSTITUTION

