

FIRST SCHEDULE

FORMS
ANNUAL BUDGET STATEMENT (ABS)
FORM ABS
ANNUAL BUDGET STATEMENT
[See Rule 32(2)(b) and 2(1)(d)]

1. Financial Abstract**A. Local Government fund**

Rupees

Description	Last Year Actuals	Budget Estimates (Current Year)	Revised estimate (Current Year)	Budget estimates (Next Year)
Opening Balance July 1st				
Receipts				
Current Expenditure				
Development Expenditure				
Total Expenditure				
Closing Balance a June 30th				

B: Public Account

Rupees

Description	Last Year Actuals	Budget Estimates (Current Year)	Revised estimate (Current Year)	Budget estimates (Next Year)
Opening Balance July 1st				
Receipts				
Disbursement				
Closing Balance June 30th				

Transfer Payments																			
Commodities and Services																			
Repairs and Maintenance of Durable Goods and Works																			
Construction of Works																			
Pre-Investment Project Analysis																			
Purchase of Durable Goods																			
Establishment Charges																			
Revised Estimates (Current Year)																			
Budget Estimates (Current Year)																			
Last Year Actuals																			
Detailed Function																			

5. Function Wise Development Expenditure Rupees

Detailed Function	Last Year Actuals	Budget Estimates (Current Year)	Revised Estimates (Current Year)	Budget Estimates (Next Year)
Total				

6. Details of Public Account Receipts and Disbursements

Public Account Receipts Rupees

Detailed Heads	Last Year Actuals	Budget Estimates (Current Year)	Revised Estimates (Current Year)	Budget Estimates (Next Year)
Total				

Public Account Disbursement**Rupees**

Detailed Heads	Last Year Actuals	Budget Estimates	Revised Estimates	Budget Estimates
Total				

BUDGET SALIENT FEATURES (BSF)**FORM BSF-1****POLICIES AND PROPOSED ACTIVITIES**

[See Rules 22 and 50]

Grant No. _____ Name of Local Government _____

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Note: A brief description of the Local Government policies, proposed activities to be provided. To be prepared by each Head of Office.

FORM BSF-2**SERVICE DELIVERY PERFORMANCE TARGETS**

[See Rules 32 (3) (b) (iv)]

Grant No. _____ Name of Local Government _____

Note: To be prepared by each Head of Office providing actual services to the public.

Performance Targets Male/Female	Proposed for Current Year	Achievement in first eight months	Proposed for next year

Note: To be prepared by each Head of Office providing actual services to the public.

BUDGET DETAILS - RECEIPTS (BDR)

FORM DR-1

ESTIMATES OF RECEIPTS (FY20_)

[See Rules 12(1) and 32(3)(c)]

Name of Local Government: _____

Rupees

1	2	3	4	5	6	7
Major/Minor Detailed Head	Description	Actuals of Last Year	Budget Estimate of the Current Year	Actual Collection in the first eight months of current financial year	Revised Estimates for the current year	Budget Estimates for next year
Total						

Note: Form BDR-1 is to be filled by each Collecting Officer.

FORM BDR-2

MONTHLY TARGETS OF RECEIPTS (FY20_)

[See Rules 12(1) and 32(3)(c)]

Name of Local Government: _____

Rupees

1	2	3												
		Monthly collection targets for Next Year												
Major/Minor Detailed Hem	Description	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Total

Note: Form BDR-2 is to be filled by each Collecting Officer.

FORM BDR-3

SCHEDULE OF TAXES

[See Rules 12(2)(a), 13(1) and 32(3)(c)]

Name of Local Government _____

Rupees

Sr. No.	Major/Minor Head	Detailed Receipt	Description of Receipt	Rate for the current year	Base of the current year	Estimates of receipts for current year	Base proposed for next year	Estimates of recovery for next year			Mode of Recovery	% change = Column (9-8) X 100
								Existing	New	Total		
1	2	3	4	5	6 = 4x5	7	8	9 = 7x8	10 = 7x8	11 = Col 9 or	12	13

Note: Base means the number of units on which the estimates are based. Form is to be filled by each Collecting Officer.

Mode of Recovery means by contractor, by own office etc.

FORM - BDR-4

SCHEDULE OF ARREARS
[See Rules 12(1) and 32(3)(c)]

Name of Local Government _____

Rupees

Major	Arrears for Collection of Arrears				Balance of Arrears and monthly collection target												
		Actual	Last 4	Total expected Collection	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Total

Note: Form BDR-4 to be filled by each Collecting Officer
Arrears to be reflected as receipts but not to be reflected on expenditure side till actual recovery.

FORM BDR-5

JUSTIFICATION / EXPLANATION FOR BUDGET ESTIMATES
(FOR RECEIPTS)

[See Rules 14, 15(3) and 32(3)(c)]

Name Of Local Government _____ Collecting
Officer _____

Sr. #	Detailed Head	Justification/Esplanation for Estimates

Note: This form to be used for providing explanation of estimates of Receipts. To be filled by each Collecting Officer and consolidated by Head of Offices.

FORM BDC-5

ESTABLISHMENT BUDGET BY DESIGNATION
 [See Rules 17(2), 25(1) and 32(3)(d) and (e)(ii)]

Name of Local Government _____

Rupees

Sr. #	Designation	BPS	Strength/ # of Posts			Establishment Charges	Leave Salary	Allowances	Pension	Total
			Males	Females	Total					

FORM BDC-6

ESTIMATES OF DEMAND FOR GRANTS (CURRENT EXPENDITURE) (FY20_)
 [See Rules 17(2), 25(1) and 32(3)(d) and (e)(ii)]

Name of Local Government : _____ Detailed Function Code: _____ Grant No. _____

Rupees

1	2	3	4	5	6
Major/ Minor/ Detailed Object & Description	Actuals of the Last year	Budget Estimates of the current year	Actual of first 8 months of current financial year	Revised Estimates of the current year	Budget Estimates; proposed for next year
Total					

Note: Form BDC -6 to be filled by each DDO.
 To Be Prepared Separately For new expenditure.
 Charged/Voted/total expenditure to be shown separately.

BUDGET DETAILS DEVELOPMENT (BDD)

FORM BDD-1

ABSTRACT OF DEMAND FOR GRANTS (DEVELOPMENT)

[See Rules 32(3)(g)(ii)]

Rupees

Grant #	Grant	Last Year	Budget Estimates (Current Year)			Revised Estimates (Current Year)			Budget Estimates (Next Year)		
			Ongoing	New	Total	Ongoing	New	Total	Ongoing	New	Total
Total											

FORM BDD-2

ESTIMATES OF DEMAND FOR GRANTS (DEVELOPMENT) (FY20_)

[See Rules 32(3)(g)(ii)]

Name of Local Government : _____ Detailed Function Code: _____ Grant No. _____

Rupees

1	2	3	4	5	6	7
Scheme Code/ Name/ Location	Cost of Scheme	Actuals upto last year	Budget Estimates of the current year	Actual of first 8 months of current financial year	Revised Estimates of the current year	Budget Estimates proposed for next year
Total						

Note: To be filled by each Head of Office.
To be prepared separately ongoing, new and total.

7. Please indicate how the environmental/poverty aspects of the project have been taken into account.
8. Provide details of:
 - related facilities providing similar services
 - institutions performing similar activities
 - similar projects.

IV. Project Activities

A. (Inputs/Outputs/ Work Plan)

Sr. No.	Activity	Start Date	Completion date	Targets	Units

Provide Details/Explanation of Work Plan on Separate sheet if required.

B. Project Beneficiaries

Type of Benefit	Male	Female	Total

C. Other Benefits

D. Interaction with other agencies

Name of Agency/Office	Type of interaction/work required

V. Community Participation Component in the Project

- (a) How was the community (Men and Women) involved in need identification/preparation of project proposal?
- (b) How do you propose to involve the community (Men and Women) in project implementation?
- (c) How will the community (Men and Women) be involved after completion of this project?

VI. Project Management

How will you manage the work plan and carry out monitoring of the Project.

Explain the system for keeping record and reporting of information.

VII. Financial Summary of Project

a. Anticipated sources of funding,

b. Total Cost of Project

Development Costs/One Time Cost _____

Yearly recurrent cost after completion of project _____

Salary _____

Non-salary _____

c. Sources of funding of recurring cost**VIII Detailed Costs of the Project****A. Development Cost**

Sr. #	Item Description	Costs (Rupees)		Total
		Year 1	Year 2	

B. Annual Recurring Cost after Completion of project

Grant # _____ Detailed Function Code _____

Rupees

Sr. #	Major/Minor Detailed Function Code	Major/Minor Detailed Object	Total

C. Staffing Details after Completion of Project

Sr. No.	BPS	No. of Posts	Designation	Sanctioned			
				Male	Female	Male/ Female	Total
Total							

IX. Estimated Revenues of the Project if any

Rupees

Sr. No.	Major/Minor Detailed Receipt Head	Total

Note: Show detailed calculations on a separate sheet**X Proposed Progress Reporting Schedule**

Sr. No.	Name/Details of Report	Date/Frequency of Submission

XI Indicate the risk involved in the project.

XII Project Preparation/Approval

Prepared by _____ Date _____

Checked by _____ Date _____

Approved by _____ Date _____

Administrative Approval by _____ Date _____

Technical Sanction by _____ Date _____

BUDGET DETAILS - OTHER (BDO)

FORM BDO-3

[See Rule 18(m)]

**SCHEDULE OF ESTABLISHMENT
CALCULATION OF PAY OF OFFICERS/ OTHER STAFF (FY20_)**

Name of Local Government _____ Grant # _____

Detailed Function Code _____ Name of DDO _____

1 Sr. No.	2 Name	3 Post/Designation	4 BPS	5 Pay on 1st July of the current financial year	6 Increment added during current financial year	7 Pay on 1st July of the next financial year	8 Amount for 1st 6 months (6 x col 7)	9 Increment due in December in next financial year			10 Total Provision Col. 8+9C	
								A	B	C	Male	Female
								Increment Amount	Pay on 1 st January	Amount for last 6 months		
	Total											

Note: Ssub-total by designation.
Existing and vacant positions budgeted to be shown separately.
To be filled by Each DDO.

Not to be submitted with the Budget.

2. Budget Calendar-Current and Development

Sr. #	Activity	Target Date
1	Issue Call letter and guidelines to concerned offices.	September
2	(i) Submission of Schemes by CCBs. (ii) Submission of prioritized list of schemes by concerned offices along with Administrative Approval /tech sanction to Development Committee for inclusion in ADP.	1st March
3	(i) Excesses and Surrenders Statement (ii) Revised Estimates and Supplementary Budget if required (iii) Statement of New Expenditure (iv) Consolidation of draft Budget (current and Development) for next financial year. Finalization by the Mayor.	March
4	Submission of draft Budget to House based on initial estimates provided by the Government.	1st April
5	Review of Draft Budget by House.	April
6	Input from Government and Public on the proposals agreed by the House.	1st May to 1st June
7	Revisions and Changes by Finance and Budget Officer and Finalization by Mayor.	May-June
3	Submission of final Budget to House based on final estimates provided by the Government.	June
9	Approval of Final Budget by House.	June
10	Communications of Current Budget Grants to concerned Offices and Accounts Offices.	July
11	Final Accounts previous year.	October

3. Time Frame for Taxation Proposal

The timeframe to be followed for finalizing the taxation proposals is as follows:

- (i) inclusion of draft taxation proposal in the draft budget in March.
- (ii) discussion on taxation proposal by House in April.
- (iii) proposal sent to Government for vetting by May 1st after incorporating the decisions of the House.
- (iv) proposal published in the newspaper for obtaining public views by May 1st.
- (v) The vetting by the Government and objections and suggestions from the public received by 1st June.
- (vi) Taxation proposals included in the budget submitted to the House for approval in June.