

GOVERNMENT OF PAKISTAN  
AVIATION DIVISION  
PAKISTAN METEOROLOGICAL DEPARTMENT  
Headquarters Office, Sector H-8/2  
I s l a m a b a d

No.Bgt-1(1)/2021-22/ 2726

Dated 04<sup>th</sup> September, 2020

MEMORANDUM

Subject: PREPARATION OF BUDGET ESTIMATES FOR F.Y. 2021-22 AND REVISED ESTIMATES FOR F.Y. 2020-21

Revised Estimates 2020-21 and Budget Estimates 2021-22 are required for assessment of actual demand of the budget spending units. Therefore, Budget Estimates may please be prepared under the below mentioned guidelines along with full details and justifications as per proformae I-IV (07 Pages) which may, as well, be downloaded from PMD's website [www.pmd.gov.pk](http://www.pmd.gov.pk) under the heading **Circulars**. Further, soft copy (filled in) of the proformae may be sent through e-mail on [dcaobgt@gmail.com](mailto:dcaobgt@gmail.com) and hard copy by post as well. The information should reach latest by **20<sup>th</sup> October, 2020**.

(A) A01-Employee Related Expenditure

- i. Nominal Roll may be prepared station-wise and Cadre-wise, indicating the number of sanctioned posts. Permanent posts (Part-I) and temporary post (Part-II) be mentioned separately on paper size (13"X 8") Sanctioned strength of officers and staff of respective office is enclosed, as per Budget order 2020-21, herewith for compliance.
- ii. Budget Estimates of vacant posts meant for direct recruitment, which may be proposed at the initial of the pay scale. The estimates of allowances may be shown in the enclosed proforma (II(A), II(B) also for vacant posts).

(B) A04-Retirement Benefits:- Funds requirement under the head A04114-Superannuation, Encashment on LPR should be provided on following format.

Name	Designation	Basic Pay as on the date of retirement	Date of retirement	No of days for encashment	Total amount of encashment (Rs.)	Remarks/Justification
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(C) A05-Grants, Subsidies and Writeoff Loans/Advances/Others

A052-Grants-Domestic:- Funds requirement during C.F.Y 2020-21 for payment of PM's Financial Assistance Package i.e Lump Sum Grant, payment in lieu of Plot, Marriage Grant etc to the families of deceased employees of respective offices be intimated in **Revised Estimates 2020-21** alongwith documentary evidences, thereof.

(D) A09-Purchase of Physical Assets

- i. A094-Other Stores & Stock:- Send requisition for purchase of items under the said head to I&P section, Karachi as per previous practice.

- ii. A09501-Purchase of Transport:- Separate proposal for purchase of transport may be sent to DCAO(GA), Hqs Office, Islamabad by **1<sup>st</sup> October, 2020 positively**.
- iii. A09601-Purchase of Plant & Machinery:- Furnish separate proposals for local purchase and submit along with Budget Estimates 2021-22. However, request for the purchase of imported items may be submitted through I & P Section, Karachi as per practice in vogue.
- iv. A09701-Purchase of Furniture & Fixture:- Proposal for purchase of Furniture & Fixture (in replacement of old one) may be furnished to DCAO (GA), Hqs Office, Islamabad by **1<sup>st</sup> October, 2020** on the prescribed proforma-IV.
- (E) A12- Civil Works (A124-Building & Structure):- Proposal for Construction/Civil Works may be furnished through DCAO(GA) Hqs. Office, Islamabad, with name of Scheme along with PPWD Estimates by **1<sup>st</sup> October, 2020**.
- (F) A13-Repair and Maintenance:- The Budget Estimates regarding Repair & Maintenance may please be furnished according to existing procedure. Separate proposal for repair of buildings may be sent to DCAO(GA),Hqs Office Islamabad, by **1<sup>st</sup> October, 2020** along with full justification and PPWD Estimates.
- (G) Opening of new head:- Requirement of funds for next financial year 2021-22 under any new head of account which is not opened in current year's budget allocation may be intimated in the proformae. After finalization of budgetary procedure for next financial year 2021-22, request for opening of new head of account will not be entertained.

2. The requisite proformae may please be routed through the concerned Controlling Officer in order to avoid delay/ unnecessary correspondence on the subject. Any funds demands in R.E. and B.E. may be intimated with full justification and documentary evidence where necessary. **Requirements without full justifications or without documentary evidence will not be entertained.**



(MUHAMMAD ARIF)  
Dy. Chief Administrative Officer (Budget)  
for Director General  
Phone # 051-9250677  
Fax # 051-9250746

**Distribution:-**

- 1) Chief Meteorologist (Controlling Officer), Islamabad/ FFD, Lahore /Karachi
- 2) Director, RMCs, Lahore/Karachi/Peshawar/Gilgit
- 3) Director, G.C, Quetta/ IMG, Karachi / CDPC Karachi
- 4) Met, Incharge, D.M.O., Hyderabad
- 5) DCAO (GA), HQ Office, Islamabad. After scrutiny of the demands received from sub-offices w.r.t para (D),(E) and (F), the same may please be forwarded to DCAO (Budget) H.Qs Office, Islamabad at the earliest.
- ✓ 6) Syed Zeeshan Haider, Programmer. Please upload on PMD,s website under circular tab.