***PRIORITY***



 Bgt-1(1)/2017-18/

**GOVERNMENT OF PAKISTAN**

 **AVIATION DIVISION**

**PAKISTAN METEOROLOGICAL DEPARTMENT**

 **[Headquarters Office] Sector H-8/2**

 **I s l a m a b a d**

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Dated 7th September, 2016

To,

* Chief Meteorologist, Islamabad/ FFD, Lahore /Karachi.
* Director, RMCs, Lahore/Karachi/Peshawar/IMG, Karachi / CDPC Karachi.
* Director, G.C, Quetta/R.M.C, Gilgit
* Deputy Director, MWS Karachi.
* Met, Incharge, D.M.O., Hyderabad/ C.M.S. Karachi.

Subject: **PREPARATION OF BUDGET ESTIMATES FOR F.Y. 2017-18 AND REVISED ESTIMATES FOR F.Y. 2016-17**

 As per existing practice in vogue, **Revised Estimates 2016-17** and **Budget Estimates 2017-18** are required to be submitted to Finance Division. Therefore, Budget Estimates may please be prepared under the following guidelines giving **full details and justifications** as per proformae I-IV (08 Pages) which may please be downloaded from PMD’s website [www.pmd.gov.pk](http://www.pmd.gov.pk) under the heading **Circulars**. Soft copy of the proformae (I-IV) duly filed in may be sent through e-mail on dcaobgt@gmail.com as well as by post. The information should reach latest by **30th September, 2016**

1. **A01-Employee Related Expenditure**
2. Nominal Roll may be prepared in respect of station–wise and Cadre-wise indicating the number of sanction posts. Permanent posts (Part-I) and temporary post (Part-II) be mentioned separately on paper size (13”X 8”)
3. The provision of vacant posts meant for direct recruitment may be proposed at the initial of the pay scale. The provision of allowances may be shown in the enclosed proforma even for vacant posts.
4. **A03305-P.O.L Generator** has been got opened last year. All expenditure of P.O.L. to be used for Generator shall be made from the said Head instead of A03807-P.O.L Charges of Staff Car etc.
5. **A04-Retirement Benefits :-**  Requirements under the head A04114-Superannuation, Encashment on LPR cases 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.) |

1. **A09-Purchase of Physical Assets**
2. A094-Other Stores & Stock: This head will be decentralized in Financial Year 2017-18. Please prepare separate proposal for local purchase of Caustic Soda, Ferro-Silicon and other items required under this head which has previously been supplied through I & P Section, Karachi as per actual minimum requirements subject to without involvement of Foreign Exchange. However, request for **import items** may be routed through I&P section, Karachi as per previous practice and provision may be kept in Budget Estimates 2017-18.

