



PRIORITY

Bgt-1(1)/2018-19/2875

GOVERNMENT OF PAKISTAN
AVIATION DIVISION
PAKISTAN METEOROLOGICAL DEPARTMENT
[Headquarters Office] Sector H-8/2
Islamabad

Dated 26th, September, 2017

To,

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

Subject: **PREPARATION OF BUDGET ESTIMATES FOR F.Y. 2018-19 AND REVISED ESTIMATES FOR F.Y. 2017-18**

As per existing practice in vogue, **Revised Estimates 2017-18** and **Budget Estimates 2018-19** are required to be submitted to Finance Division. Therefore, Budget Estimates may please be prepared under the below mentioned guidelines along with full details and justifications as per proforma I-IV (08 Pages) which may, as well, be downloaded from PMD's website www.pmd.gov.pk under the heading **Circulars**. Further, soft copy (filled in) of the proforma followed by hard copy may be sent through e-mail on dcaobgt@gmail.com and by post. The information should reach latest by **16th October, 2017**

(A) **A01-Employee Related Expenditure**

- i. Nominal Roll may be prepared 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")
- ii. 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.

(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.)
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(C) **A09-Purchase of Physical Assets**

- i. **A094-Other Stores & Stock:** Please furnish separate proposal for purchase of items from the local market and request for imported items may be routed through I&P section, Karachi as per previous practice.
- ii. **A09501 Purchase of Transport:-** Separate proposal for purchase of Transport may be sent to GA Section, HQs Office, Islamabad by **08th October, 2017 positively**.

- iii. A09601-Purchase of Plant & Machinery:- Please furnish separate proposal for local purchase and submit along with Budget Estimates 2017-18. However, request for the purchase of imported items may be submitted through I & P Section, Karachi as per previous practice.
- iv. A09701-Purchase of Furniture & Fixture:- Proposal for purchase of Furniture & Fixture (in replacement of old one) may be furnished through GA Section, HQs Office, Islamabad by **08th October, 2017** on the prescribed proforma.
- (D) A12- Civil Works (A124-Building & Structure): Proposal for Construction of Works may be furnished through Superintendent (Works) HQs Camp Office, Karachi, by name along with PPWD Estimates by **08th October, 2017**. The works / schemes more than Rs500,000/- may not be included in the regular Budget.
- (E) A13-Repair and Maintenance: The Budget Estimates regarding Repair & Maintenance may please be furnished according to existing procedure. Separate proposal for repair of building may be sent to Works Section, Karachi, by **08th October, 2017** along with full justification and PPWD Estimates.
- (F) Opening of new head:- Requirement of funds for next financial year 2018-19 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 2018-19, request for opening of new head of account will not be entertained and be discouraged.

2. The requisite proformae may please be routed through the concerned Controlling Officer /Director or as the case may be, 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 HUSSAM KHAN]
ADMINISTRATIVE OFFICER (Budget)
for DIRECTOR GENERAL
METEOROLOGICAL SERVICES

Copy to:-

1. DCAO (GA), HQs Office, Islamabad.
 2. Superintendent (Works Section) HQs Camp Office, Karachi
 3. Incharge, I.T Wing, PMD HQs Office, Islamabad. Please upload the letter alongwith performae on PMD's website in **Circular** tab.
- } With the request that after scrutiny the demands, the same may please be forwarded to Admin Officer (Budget) H.Qs Office, Islamabad at the earliest.