Cir.Memo No. AI-1 / 2775 / 2016

Dated: 02-12-2016

Sub: - Technical Education – Budget – Furnishing of Expenditure particulars of 1st, 2nd & 3rd quarters for the financial year 2016-17 – Called for - Reg.

** ** ** **

** The Principals of Government Polytechnics / Institutions under the administrative control of this department are requested to submit the Expenditure particulars of 1st, 2nd & 3rd quarters under the prescribed proforma enclosed on or before 25-12-2016 to this office so as to enable to release the budget for 4th quarter for the financial year 2016-17. The same may also be sent through email ID. ad.dtetelangana@gmail.com.**

*This may be treated as “Most Urgent”.*

To
The Principals of Govt. Polytechnics / Institutions.
Under the administrative control of this Department.
Copy to RJD(T.E), Telangana, Hyderabad.
Copy to Stock file / spare.

Sd/- U.V.S.N. MURTHY,
DIRECTOR (I/C)

Sd/-
For DIRECTOR
## PROFORMA

**BUDGET EXPENDITURE OF DETAILED HEAD WISE UNDER PLAN & NON-PLAN FOR THE YEAR 2016-17**

(Rupees in Thousands)

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>NAME OF THE DRAWING OFFICER</th>
<th>NAME OF THE DETAILED HEAD OF ACCOUNT</th>
<th>1st Qtr.</th>
<th>II Qtr.</th>
<th>III Qtr.</th>
<th>Total Expenditure as on date</th>
<th>Budget Required for 4th Qtr.</th>
<th>REMARKS</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td>111 - Travelling Allowances</td>
<td>4</td>
<td></td>
<td>5</td>
<td>6</td>
<td>7</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
<td>021 - Daily Wage Emp’s.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td></td>
<td>131 - Ser., Postege, Tegl. &amp; Telephone Charges.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td></td>
<td>132 - Other Office Expenses</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td></td>
<td>133 - Water &amp; Elec Charges</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td></td>
<td>140 - Rents, Rates and Taxes</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7</td>
<td></td>
<td>160 - Publications</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8</td>
<td></td>
<td>211 - Materials &amp; Supplies</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9</td>
<td></td>
<td>212 - Drugs and Medicines</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10</td>
<td></td>
<td>240 - Petrol, Oil and Lubricants</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>11</td>
<td></td>
<td>271 - Other Expenditure</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>12</td>
<td></td>
<td>272 - Maintenance</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>13</td>
<td></td>
<td>281 - Pleaders Fees</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>14</td>
<td></td>
<td>284 - Other Payments</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>15</td>
<td></td>
<td>300 - Oth. Contractual Services</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>16</td>
<td></td>
<td>511 - Maintenance of Office Vehicles</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>17</td>
<td></td>
<td>521 - Purchases</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL :</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Sd/- **U.V.S.N. MURTHY**
DIRECTOR (I/C)

Sd/-
For DIRECTOR