

GOVERNMENT OF TELANGANA

OFFICE OF THE
COMMISSIONER OF TECHNICAL EDUCATION
TELANGANA STATE :: HYDERABAD.

C I R C U L A R

Sub:- TECHNICAL EDUCATION – Budget 2020-21– Online submission of Number Statements – Instructions – Issued – Reg.

Ref:- Cir.Memo.No.8226-B/425/A1/BG/2019 of Finance (BG)Department,
Dt.02-12-2019.

** ** *

The attention of the Principals/FACs/OSDs of the Government Polytechnics, are invited to the subject cited. The finance department has given instructions to submit Number statement in the financial portal giving particulars of posts of permanent, temporary an Supernumerary establishment (both Gazetted and Non-Gazetted), Contract staff, Outsourcing basis through agency, Daily wage employees shall be furnished separately category-wise along with the provisions required for full year under the relevant Head in the prescribed proforma IV, IV(A), VI(C) & VII enclosed by 18-12-2019 .

In this regard, all the above are hereby instructed to depute their Administrative officers / Office Superintendent along with their Laptops which were provided them and, if in case the Administrative officer are not available then OSD are requested to attend at **Professor Jayashankar Hall** in O/o the CTE, Telangana, Hyderabad to upload the above proformas in the Financial Portal as per the following schedule.

City and Zone V	-	16-12-2019 (at 10.30 AM)
Zone – VI	-	17-12-2019 (at 10.30 AM)

The above Instructions should be followed strictly without any deviation.

(This has the approval of the CTE, TS, Hyderabad)

Signature valid

Digitally signed by
AKUTIPULNIA
Date: 2019.12.13 17:19:24 IST
Reason: Approved

For COMMISSIONER

To
All the Principals/FAC/OSD, Telangana.

NUMBER STATEMENT
PROFORMA -IV

CONTRACT APPOINTMENTS 300/301

Estimating Officer :
Major Head :
Sub-Major Head :
Minor Head :
Group sub Head :
Sub Head :

(In Rupees)

Sl. No.	Name of the Employee	Designation / Category	G.O. No and Date for appointment on contract	Remuneration per month for each category	Total Amount required for the year for each category for full year (No. of persons X monthly remuneration X 12 months)	Remarks
(1)	(2)	(3)	(4)	(5)	(6)	(7)
	TOTAL					
	GRAND TOTAL					

NUMBER STATEMENT

PROFORMA -IV(A)

OUTSOURCING ENGAGEMENTS 300/302

Estimating Officer :
 Major Head :
 Sub-Major Head :
 Minor Head :
 Group sub Head :
 Sub Head :

(Rs. in Lakhs)

Sl. No.	Item/ Category	No. of posts outsourced through Agencies - Category wise	G.O. No and Date for appointment on outsourcing	Remuneration per month for each category	Total Amount required for the year for each category for full year (No. of persons X monthly remuneration X 12 months)	Remarks
(1)	(2)	(3)	(4)	(5)	(6)	(7)
	TOTAL					
	GRAND TOTAL					

NUMBER STATEMENT
PROFORMA -VI (C)
Payments to Daily Wage Employees (020/021)

Estimating Officer :
 Major Head :
 Sub-Major Head :
 Minor Head :
 Sub Head :
 No. of posts sanctioned :
 G.O. No. and Date :
 No. of Persons engaged :

(In Rupees)

Sl. No.	Name of the Employee	Remuneration per month for each employee	Total Amount required for the year for each employee for full year (Monthly remuneration X 12)	Remarks
(1)	(2)	(3)	(4)	(5)
	TOTAL			
	GRAND TOTAL			

* Details of each employee (Name and pay details as per the statement) in each category shall be filled by the estimating Officer.

**NUMBER STATEMENT
PROFORMA -VII**

G.O.Ms.No. _____ Finance (HRM) Department, dated. _____

Estimating Officer :
Major Head :
Sub-Major Head :
Minor Head :
Group sub Head :
Sub Head :

(In Rupees)

Sl. No.	DDO Code	Employee ID	Employee Name	Designation	Gazetted / Non-Gazetted	Against posts of Permanent/ Temporary	Pay		DA	Sumptuary Allowance	HRA	Medical Reimbursement	Encashment of Earned Leave	Leave Travel Concession	Total
							010/011	010/012							
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)	(15)	(16)

* Per Employee / Per Year