Sub:- Technical Education – Requirement of Budget of B.E. 2017-18 for 1st Quarter (i.e from April to June 2017) under the Head of Account 520/521 (Plan) and the information on the budget released, utilized & surrendered/lapsed details under the Head of account 520/521 (Non Plan) for the Financial Year 2016-17 – Called for – Reg.

The Principals of Government Polytechnics / Institutions including Vocational Institutions under the administrative control of this Department are instructed to submit the budget requirements under the Head of Account 520/521 (Plan) up to 30th June -2017, (i.e., 1st Quarter) and also furnish the information on budget released, utilized and surrendered details for the Financial Year 2016-17 under the Head of Account 520/521 (Non Plan) in the enclosed formats –I & II.

2. Therefore, the Principals are instructed to submit the above information immediately, on or before 30.04.2017 so as to enable this Office to take necessary further action. The same may also be sent to adkcteap@gmail.com by email.

3. This may be treated as MOST URGENT.

Encl:- As above

To:
The Principals of Govt. Polytechnics/Institutions including Vocational Institutions
Under the administrative control of this Department
Copy to RJD(TE), Hyderabad.
Copy to Spare/SF.

Sd/-A. VANI PRASAD
COMMISSIONER

//f.b.o//

SUPERINTENDENT
### FORMATE-I

<table>
<thead>
<tr>
<th>S.No</th>
<th>Name of the Polytechnic/Institution</th>
<th>Name of the Detailed Head of Account</th>
<th>Total Budget Requirement for the F.Y. 2017-18</th>
<th>Budget Required up to 30th June-2017 (I-Quarter)</th>
<th>Purpose of Budget Required with details of items to be</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>520/521 (Machinery &amp; Equipment/Purchases)</td>
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<td></td>
<td></td>
</tr>
</tbody>
</table>

**PRINCIPAL**

### FORMATE-II

<table>
<thead>
<tr>
<th>S.No</th>
<th>Name of the Polytechnic/Institution</th>
<th>Name of the Detailed Head of Account</th>
<th>Total Budget Requested in the F.Y. 2016-17</th>
<th>Total Budget Released from the HOD in the F.Y. 2016-17</th>
<th>Total Budget Utilized in the F.Y. 2016-17</th>
<th>Total Budget Surrendered in the F.Y. 2016-17</th>
<th>Funds utilized till to date from Non Govt./IRG/ Other Funds</th>
<th>Purpose of Budget Utilization with details of items Procured with quantity &amp; App.cost</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>520/521 (Machinery &amp; Equipment/Purchases)</td>
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<td></td>
<td></td>
<td></td>
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</tr>
</tbody>
</table>

**PRINCIPAL**