

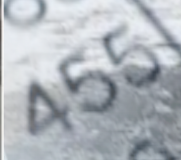
CHIEF ELECTION COMMISSIONER



Annex-I

Current Revenue Expenditure

VOLUME-III



BUDGET 2019-2020

BUDGET ORDER

**GOVERNMENT OF GILGIT-BALTISTAN
FINANCE DEPARTMENT**



BUDGET 2019-2020

**GOVERNMENT OF GILGIT-BALTISTAN
FINANCE DEPARTMENT**

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Government of Gilgit-Baltistan
Gilgit-Baltistan Secretariat
Finance Department

*No. Budget-2(02)/2019-2020
Gilgit, dated the 25th July, 2019*

The Chief Election Commissioner/Principal Accounting Officer,
Election Commission,
Government of Gilgit-Baltistan,
Gilgit.

Subject: **COMMUNICATION OF BUDGET GRANT (CURRENT) FOR THE YEAR 2019-2020 UNDER THE HEAD OF ACCOUNT "GC21004 (004) - ELECTION COMMISSION (VOTED)".**

I am directed to state that the Gross amount of **Rs.Nil (Charged Expenditure)** and **Rs.127,869,000/- (Voted Expenditure)** has been authorized for expenditure during the financial year 2019-2020 from the Provincial Consolidated Fund under Demand No.004 relating to the Head of Account "**GC21004 (004)-Election Commission (Voted)**" subject to fulfillment of all the codal formalities.

2. The details of budgetary allocations are also enclosed herewith (**Annexure-I**) which may kindly be communicated to Accountant General, Gilgit-Baltistan from where money is to be drawn.

3. The amount of **Rs.Nil (Charged Expenditure)** and **Rs.26,654,900/- (Voted Expenditure)** for the quarter i.e. July-to-September, 2019, as per details shown in **Annexure-II**, in respect of your Department is accordingly released for expenditure during the 1st quarter of financial year 2019-2020.

4. The Principal Accounting Officers shall ensure compliance of Rule-11, 12 and 13 of G.F.R prior to make expenditures or while making expenditure against sanctioned budget to ensure financial discipline. The Rules are re-produced below:

A. Control of Expenditure

GFR-11 Each head of a Department is responsible for enforcing financial order and strict economy at every step. He is responsible for observance of all relevant financial rules and regulations both by his own office and by subordinate disbursing officers.

GFR-12 A Controlling officer must see not only that the total expenditure is kept within the limits of the authorized appropriation but also that the funds allotted to spending units are expended in the public interest and upon objects for which the money was provided. In order to maintain a proper control, he should arrange to be kept informed, not only of what has actually been spent from and

appropriation but also what commitments and liabilities have been and will be incurred against it. He must be in a position to assume before Government and the Public Accounts Committee, if necessary, complete responsibility for Departmental expenditure and to explain or justify any instance of excess or financial irregularity that may be brought to notice as a result of audit scrutiny or otherwise.

B. Internal Check against Irregularities, Waste and Fraud

GFR-13 In the discharge of his ultimate responsibilities for the administration of an appropriation or part of an appropriation placed at his disposal, every Controlling officer must satisfy himself not only that adequate provisions exist within the Departmental organization for systematic internal checks calculated to prevent and detect errors and irregularities in the financial proceedings of its subordinate officers and to guard against waste and loss of public money and stores, but also that the prescribed checks are effectively applied. For this purpose each Head of the Department will get the accounts of his office and those of the subordinate disbursing officers, if any, inspected at least once in every financial year by a Senior Officer not connected with the account matters to see whether:

- a. Rules on handling and custody of each are properly understood and applied.
- b. Effective system of internal check exists for securing regularity and propriety in the various transactions including receipt and issue of stores etc, if any, and
- c. Satisfactory arrangement exists for systematic and proper maintenance of Account Books and other ancillary records concerned with the Initial Accounts.

The results of these inspections should be incorporated in the form of an inspection report copy of which should be endorsed to Audit. The head of the Department should, after his scrutiny of the report, communicate to Audit a copy of his remarks thereon and any orders issued in that connection.

5. Following policy decisions/guidelines shall also be adhered while making expenditure against the released funds:

- a) No fund can be diverted from one object element/item to another as defined under Gilgit-Baltistan System of Financial Control and Budgeting Rules, 2009 without prior approval of the Finance Department. It shall be personal responsibility of the Principal Accounting Officers and Drawing and Disbursing Officer to ensure that the expenditure from 01-07-2019 to 30-09-2019 does not exceed the released amount against a particular item under any head/sub head of account nor any liability be accumulated

unless specifically allowed by the Finance Department. **Drawing and Disbursing Officers shall also ensure before signing all bills that correct balances have been shown in the Appropriation Column.**

- b) As a general rule, no payment can be made to contractors/suppliers except for work actually done or supplies actually received. Without prejudice to generality of this rule in exceptional cases only, Finance Department GB is competent to permit advance payment to other Government Departments/Government controlled Organizations. Hence no advance shall be drawn on Abstract Bill/Pre-receipted Bills.
- c) **New Expenditure** will be released in due course, keeping in view the ways and means position.
- d) All **Lump sum Provisions and Block Allocations are restrained** which will be released on submission of a DDO-wise distribution plan by the respective Administrative Secretary/Principal Accounting Officer. Expenditure against the lump sum provisions, block allocations and maintenance head shall be made after release of funds, adherence of relevant rules and SOP approved their under must be ensured.
- e) Expenditure in relaxation of rules shall not be allowed in any case.
- f) Payment of Salary shall be the first charge followed by the Non-Salary components of Current Expenditure and PSDP/ADP.
- g) No scheme involving creation of posts shall be approved by any forum without prior concurrence of Finance Department GB and Federal Finance Division, Islamabad.
- h) Release shall be linked with the Ways and Means position both for Development and Non development budget. Therefore, all Departments, especially Planning & Development GB, are advised to send demands only available funds with Finance Department GB.
- i) Austerity and economy shall be the fundamental principles of the Government spending and Finance Department GB shall monitor it and take necessary action to avoid any deviation from these Financial Principles.
- j) **Principal Accounting Officer(s) shall be personally responsible for any excess expenditure over and above the amount authorized by the Finance Department GB before the Public Accounts Committee and Finance Department GB shall not regularize any excess/committed liabilities of the Administrative Department(s) or its Lower Formations in any circumstances whatsoever. Unauthorized and pervious expenditure shall be deducted from the salary of PAOs/DDOs concerned.**

- k) **The Administrative Secretaries and Principal Accounting Officers shall ensure that every financial claim booked by their sub-ordinate offices and DDOs is as per relevant rules and fulfills all codal formalities. In case, if any bill is submitted to Accountant General, Gilgit-Baltistan/District Accounts Officers, without fulfillment of required codal formalities, Principal Accounting Officers/ DDOs will be held responsible and such deviation shall be communicated to Services & GAD Department GB for initiation of disciplinary action.**
- l) **In the case of expenditure under Object Code “A03402-Rent of Office Building”, due diligence should be ensured.**
- m) Development and Non-development expenditure shall be reviewed quarterly.
- n) All Administrative Departments shall **reconcile departmental actual revenue receipts and expenditure** with Accountant General, Gilgit-Baltistan, **on monthly basis** and furnish Reconciliation Accounts Statements to Finance Department latest by **15th of following month** failing which releases of concerned Department(s) will be withheld. Deputy Secretary (Audit & Accounts) is responsible to get it and send to Deputy Secretary (Budget) and Deputy Secretary (Development) for analysis of these reconciled figures to make recommendations for next releases.
- o) All Administrative Departments must ensure payment of **all utility bills regularly** and send monthly statement/reports to Finance Department GB. Re-appropriation is not allowed from utility allocation to other head of account.
- p) **Highest priority may please be accorded to the payment/clearance of electricity bills to avert at source deduction.**
- q) No liability beyond budgetary authorization/released for a particular time span may be created.
- r) Liability of previous years may not be allowed to be cleared unless concurrence is given by Finance Department. However, last year's (2018-2019), claims of Reimbursement of Medical Charges, TA and Utility Bills (Gas, Water and Electricity) are exempted from this condition.
- s) **No appointment or transfer/postings may be made against the post reflected in the SNE (New) 2019-2020, until and unless formal communication for release of Budget Grant for such posts is issued by Finance Department.**
- t) **Foreign visits on Government expenses shall be discouraged.**

- u) **All luxury goods, especially purchase of luxury vehicles shall be banned.**
- v) Recoupment of posts, transfer of posts, etc. are strictly prohibited. Neither the Departments shall float nor Services & GAD Department GB shall forward such proposals to Finance Department GB as Finance Department GB shall not concur such proposals from FY-2019-2020.
- w) No Department including Boards and authorities are allowed to up-grade and create posts until such proposals are duly supported by Finance Department GB and formal concurrence of Finance Division, Islamabad is received.

Enclosure: **As above.**

(SABIR AYUB)
SECTION OFFICER (BUDGET)
☎ (05811 – 920425)

Copy to:

1. The Accountant General, Gilgit-Baltistan, Gilgit with the request to kindly ensure that Drawing and Disbursing Officers should not incur any excess expenditure over and above the amount of the operational grant (i.e. to the extent of funds released). It shall be the responsibility of the officers of Accountant General, Gilgit-Baltistan, District Accounts Offices and Treasury Offices to ensure completion of all codal formalities prescribed under Rules before clearing any bill for payment and issuance of cheques to avert any audit objection.
2. The Director General, Audit, Gilgit-Baltistan, Gilgit.
3. The Incharge, GBSAP, Finance Department GB, Gilgit. He is requested to kindly supervise the timely “ONLINE” operation of release of funds on SAP System.
4. The Section Officer (Revenue & Expdtr.)/Incharge, Emboss Cell, Finance Department GB, Gilgit.

GC21004 (004)
CHIEF ELECTION COMMISSIONER
SUMMARY OF SCALES FOR 2019-2020

Pay SCALE	Permanent POSTS	Fresh POSTS	Continued POSTS	Total POSTS	Basic PAY
01	3			3	475,000
02	5			5	626,000
04	1			1	261,000
05	3			3	314,000
11	4			4	912,000
12	2			2	1,000
14	6			6	1,667,000
16	3			3	1,931,000
17	3			3	1,394,000
18	1			1	616,000
(Special)	1			1	7,137,000
TOTAL	32			32	15,334,000

GC21004 (004)
CHIEF ELECTION COMMISSIONER

SCHEME NO	SCHEME NAME	BUDGET ESTIMATES 2018-2019	REVISED ESTIMATES 2018-2019	BUDGET ESTIMATES 2019-2020
		Rs	Rs	Rs
GL1517	Election Commissioner Gilgit	223,598,000	20,035,500	127,869,000
TOTAL		223,598,000	20,035,500	127,869,000

GC21004 (004)
CHIEF ELECTION COMMISSIONER

018101 VOTER REGISTRATION/ ELECTION

FUNCTIONAL CUM OBJECT CLASSIFICATION AND PARTICULARS OF THE SCHEME			NUMBER OF POSTS 2018-2019 2019-2020		BUDGET ESTIMATES 2018-2019	REVISED ESTIMATES 2018-2019	BUDGET ESTIMATES 2019-2020
					Rs	Rs	Rs
01	GENERAL PUBLIC SERVICE						
018	ADMINISTRATION OF GENERAL PUBLIC SERVICE						
0181	ADMINISTRATION OF GENERAL PUBLIC SERVICE						
018101	VOTER REGISTRATION/ ELECTION						
GL1517	Election Commissioner Gilgit						
A01	TOTAL EMPLOYEES RELATED EXPENSES.				<u>17,104,000</u>	<u>14,678,000</u>	<u>21,622,000</u>
A011	TOTAL PAY		32	32	<u>10,054,000</u>	<u>6,955,000</u>	<u>15,927,000</u>
A011-1	TOTAL PAY OF OFFICERS		2	2	<u>5,243,000</u>	<u>1,921,000</u>	<u>10,452,000</u>
A01101	Total Basic Pay		2	2	<u>5,067,000</u>	<u>1,745,000</u>	<u>10,293,000</u>
C030	Chief Election Commissioner GB	(Special)	1	1			7,137,000
E002	Election Commissioner	(BPS-18)	1	1			616,000
A110	Assistant Election Commissioner	(BPS-17)	2	2			1,029,000
P070	PS to Chief Election Commissioner	(BPS-17)	1	1			365,000
E003	Election Officer	(BPS-16)	2	2			1,146,000
A01103	Special pay				176,000	176,000	159,000
A011-2	TOTAL PAY OF OTHER STAFF		25	25	<u>4,811,000</u>	<u>5,034,000</u>	<u>5,475,000</u>
A01151	Total Pay of Other Staff		25	25	<u>4,333,000</u>	<u>4,553,000</u>	<u>5,041,000</u>
A068	Assistant	(BPS-16)	1	1			785,000
S117	Stenotypist	(BPS-14)	2	2			600,000
U019	Upper Division Clerk	(BPS-14)	4	4			1,067,000
D021	Data Entry Operator	(BPS-12)	2	2			1,000
L093	Lower Division Clerk	(BPS-11)	4	4			912,000
D159	Driver	(BPS-05)	2	2			157,000
S125	Store Keeper	(BPS-05)	1	1			157,000
D159	Driver	(BPS-04)	1	1			261,000
C053	Chowkidar	(BPS-02)	1	1			207,000
M009	Mail Runner	(BPS-02)	1	1			135,000
N006	Naib Qasid	(BPS-02)	2	2			149,000
S167	Sweeper	(BPS-02)	1	1			135,000

GC21004 (004)
CHIEF ELECTION COMMISSIONER

018101 VOTER REGISTRATION/ ELECTION

FUNCTIONAL CUM OBJECT CLASSIFICATION AND PARTICULARS OF THE SCHEME			NUMBER OF POSTS 2018-2019 2019-2020		BUDGET ESTIMATES 2018-2019	REVISED ESTIMATES 2018-2019	BUDGET ESTIMATES 2019-2020
					Rs	Rs	Rs
01	GENERAL PUBLIC SERVICE						
018	ADMINISTRATION OF GENERAL PUBLIC SERVICE						
0181	ADMINISTRATION OF GENERAL PUBLIC SERVICE						
018101	VOTER REGISTRATION/ ELECTION						
GL1517	Election Commissioner Gilgit						
C110	Cook	(BPS-01)	1	1			123,000
M011	Mali	(BPS-01)	1	1			123,000
N006	Naib Qasid	(BPS-01)	1	1			229,000
A01153	Special pay				478,000	481,000	434,000
A012	TOTAL ALLOWANCES				<u>7,050,000</u>	<u>7,723,000</u>	<u>5,695,000</u>
A012-1	TOTAL REGULAR ALLOWANCES				<u>4,966,000</u>	<u>4,027,000</u>	<u>3,661,000</u>
A01202	House rent Allowance				1,030,000	1,018,000	917,000
A01203	Conveyance allowance				698,000	698,000	629,000
A0120D	Integrated Allowance				18,000	18,000	17,000
A0120K	Special Judicial Allowance				1,581,000		
A01211	Hill allowance				27,000	27,000	25,000
A01217	Medical allowance				508,000	508,000	458,000
A01226	Computer allowance				18,000	18,000	17,000
A0122M	Ad-hoc Relief Allowance-2016				487,000	488,000	440,000
A0122Y	Ad-hoc Relief Allowance 2017				599,000	626,000	579,000
A0123G	Ad-hoc Relief Allowance-2018					626,000	579,000
A012-2	TOTAL OTHER ALLOWANCES(EXCLUDING TA)				<u>2,084,000</u>	<u>3,696,000</u>	<u>2,034,000</u>
A01271	Overtime allowance				50,000		
A01273	Honoraria				150,000	1,071,000	150,000
A01274	Medical charges				300,000	33,000	300,000
A01277	Contingent paid staff				<u>1,584,000</u>	<u>2,592,000</u>	<u>1,584,000</u>
001	Contingent Paid Staff				1,584,000	2,592,000	1,584,000
A03	TOTAL OPERATING EXPENSES				<u>204,852,000</u>	<u>3,948,500</u>	<u>104,654,000</u>
A032	TOTAL COMMUNICATIONS				<u>285,000</u>	<u>129,500</u>	<u>285,000</u>
A03201	Postage and telegraph				35,000	15,500	35,000
A03202	Telephone and trunk call				<u>250,000</u>	<u>114,000</u>	<u>250,000</u>
001	Telephone and Trunk Calls					114,000	

GC21004 (004)
CHIEF ELECTION COMMISSIONER

018101 VOTER REGISTRATION/ ELECTION

FUNCTIONAL CUM OBJECT CLASSIFICATION AND PARTICULARS OF THE SCHEME		NUMBER OF POSTS 2018-2019 2019-2020		BUDGET ESTIMATES 2018-2019	REVISED ESTIMATES 2018-2019	BUDGET ESTIMATES 2019-2020
				Rs	Rs	Rs
01	GENERAL PUBLIC SERVICE					
018	ADMINISTRATION OF GENERAL PUBLIC SERVICE					
0181	ADMINISTRATION OF GENERAL PUBLIC SERVICE					
018101	VOTER REGISTRATION/ ELECTION					
GL1517	Election Commissioner Gilgit					
A033	TOTAL UTILITIES			<u>734,000</u>	<u>674,000</u>	<u>703,000</u>
A03303	Electricity			<u>100,000</u>	<u>40,000</u>	<u>100,000</u>
001	Electricity				40,000	
A03304	Hot and cold weather charges			<u>634,000</u>	<u>634,000</u>	<u>603,000</u>
001	Hot and Cold Weather Charges				634,000	
003	Gilgit-Baltistan Weather Charges			634,000		603,000
A034	TOTAL OCCUPANCY COSTS			<u>1,000,000</u>	<u>1,017,000</u>	<u>950,000</u>
A03402	Rent for office building			<u>1,000,000</u>	<u>1,017,000</u>	<u>950,000</u>
001	Rent for Office Building			1,000,000	1,017,000	950,000
A036	TOTAL MOTOR VEHICLES			<u>1,000</u>		<u>1,000</u>
A03603	Registration			1,000		1,000
A038	TOTAL TRAVEL & TRANSPORTATION			<u>1,951,000</u>	<u>1,151,000</u>	<u>1,856,000</u>
A03805	Travelling allowance			<u>800,000</u>	<u>111,000</u>	<u>760,000</u>
001	Travelling Allowance				111,000	
A03806	Transportation of Goods (Govt.)			<u>50,000</u>		<u>50,000</u>
001	Transportation of Goods			50,000		50,000
A03807	P.O.L Charges A.planes			<u>1,100,000</u>	<u>1,040,000</u>	<u>1,045,000</u>
	H.coptors S.Cars M/C(Govt.)					
001	P.O.L Charges, Aeroplanes, Helicoptors, Staff Cars, MotorCycles			1,100,000	1,040,000	1,045,000
A03808	Conveyance charges (Govt.)			1,000		1,000
A039	TOTAL GENERAL			<u>200,881,000</u>	<u>977,000</u>	<u>100,859,000</u>
A03901	Stationery			<u>450,000</u>	<u>405,000</u>	<u>428,000</u>
001	Stationery				405,000	
A03902	Printing and publication			80,000	72,000	80,000
A03904	Hire of Vehicles			1,000		1,000
A03905	Newspapers periodicals and books			<u>30,000</u>	<u>27,000</u>	<u>30,000</u>
001	Newspapers, Periodicals and Books			30,000	27,000	30,000
A03906	Uniforms and protective clothing			<u>20,000</u>	<u>18,000</u>	<u>20,000</u>
001	Uniforms and Protective Clothing			20,000	18,000	20,000

GC21004 (004)
CHIEF ELECTION COMMISSIONER

018101 VOTER REGISTRATION/ ELECTION

FUNCTIONAL CUM OBJECT CLASSIFICATION AND PARTICULARS OF THE SCHEME		NUMBER OF POSTS 2018-2019 2019-2020		BUDGET ESTIMATES 2018-2019	REVISED ESTIMATES 2018-2019	BUDGET ESTIMATES 2019-2020
				Rs	Rs	Rs
01	GENERAL PUBLIC SERVICE					
018	ADMINISTRATION OF GENERAL PUBLIC SERVICE					
0181	ADMINISTRATION OF GENERAL PUBLIC SERVICE					
018101	VOTER REGISTRATION/ ELECTION					
GL1517	Election Commissioner Gilgit					
A03970	Others			<u>200,300,000</u>	<u>455,000</u>	<u>100,300,000</u>
001	Others			300,000	455,000	300,000
020	Others-(Local Bodies Election)			200,000,000		
027	Others-(Election)					100,000,000
A04	TOTAL EMPLOYEES' RETIREMENT BENEFIT			<u>1,000</u>		
A041	TOTAL PENSION			<u>1,000</u>		
A04106	Reimbursement of medical charges to pensioners			1,000		
A05	TOTAL GRANTS SUBSIDIES AND WRITE OF			<u>1,000</u>		
A052	TOTAL GRANTS-DOMESTIC			<u>1,000</u>		
A05216	Fin. Assis. to the families of G. Serv. who expire			1,000		
A06	TOTAL TRANSFERS			<u>250,000</u>	<u>225,000</u>	<u>250,000</u>
A063	TOTAL ENTERTAINMENT & GIFTS			<u>250,000</u>	<u>225,000</u>	<u>250,000</u>
A06301	Entertainments & Gifts			<u>250,000</u>	<u>225,000</u>	<u>250,000</u>
001	Entertainments & Gifts				225,000	
A09	TOTAL PHYSICAL ASSETS			<u>300,000</u>	<u>503,000</u>	<u>300,000</u>
A096	TOTAL PURCHASE OF PLANT & MACHINERY			<u>150,000</u>	<u>368,000</u>	<u>150,000</u>
A09601	Purchase of Plant and Machinery			<u>150,000</u>	<u>368,000</u>	<u>150,000</u>
001	Purchase of Plant & Machinery			150,000	368,000	150,000
A097	TOTAL PURCHASE FURNITURE & FIXTURE			<u>150,000</u>	<u>135,000</u>	<u>150,000</u>
A09701	Purchase of Furniture and Fixture			150,000	135,000	150,000

GC21004 (004)
CHIEF ELECTION COMMISSIONER

018101 VOTER REGISTRATION/ ELECTION

FUNCTIONAL CUM OBJECT CLASSIFICATION AND PARTICULARS OF THE SCHEME		NUMBER OF POSTS 2018-2019 2019-2020		BUDGET ESTIMATES 2018-2019	REVISED ESTIMATES 2018-2019	BUDGET ESTIMATES 2019-2020
				Rs	Rs	Rs
01	GENERAL PUBLIC SERVICE					
018	ADMINISTRATION OF GENERAL PUBLIC SERVICE					
0181	ADMINISTRATION OF GENERAL PUBLIC SERVICE					
018101	VOTER REGISTRATION/ ELECTION					
GL1517	Election Commissioner Gilgit					
A13	TOTAL REPAIRS AND MAINTENANCE			<u>1,090,000</u>	<u>681,000</u>	<u>1,043,000</u>
A130	TOTAL TRANSPORT			<u>950,000</u>	<u>555,000</u>	<u>903,000</u>
A13001	Transport			<u>950,000</u>	<u>555,000</u>	<u>903,000</u>
001	Transport			950,000	555,000	903,000
A131	TOTAL MACHINERY AND EQUIPMENT			<u>70,000</u>	<u>63,000</u>	<u>70,000</u>
A13101	Machinery and Equipment			<u>70,000</u>	<u>63,000</u>	<u>70,000</u>
001	Machinery and Equipment			70,000	63,000	70,000
A132	TOTAL FURNITURE AND FIXTURE			<u>70,000</u>	<u>63,000</u>	<u>70,000</u>
A13201	Furniture and Fixtures			<u>70,000</u>	<u>63,000</u>	<u>70,000</u>
001	Furniture and Fixture				63,000	
Election Commissioner Gilgit				223,598,000	20,035,500	127,869,000