

Nabadwip Municipality
Nabadwip, Nadia
CIRCULAR

No:-138/2020-21

Dated:-Nabadwip, the 05th November 2020


All officers heading department of Nabadwip Municipality are required to submit departmental probable receipts & expenditure in the proforma for preparation of Revised Budget Estimate for the year 2020-21.

The duly filled in proforma should be submitted within 12.11.2020 in such manner as laid down in the note being account section M.R No:-1403, date:-07.10.2020 (Copy Enclosed)

Sd/-
B.K. Saha
Chairperson
Nabadwip Municipality

Copy forward for information:-

1. Executive Officer, N.M
2. Finance Officer, N.M
3. Accountant, N.M
4. Cashier In-Charge, N.M
5. Officer heading Revenue Dept. N.M
6. Officer heading PWD Dept. N.M
7. Officer heading Water Supply Dept. N.M
8. Officer heading Light & Electricity Dept. N.M
9. Store Keeper In-Charge, N.M
10. In-Charge of Education Dept. N.M
11. Sanitary Inspector & Officer heading Public health & Convenience Dept.
12. Office Superintendent, In Charge, N.M
13. Officer heading NUHM & CBPHCS Dept. N.M
14. Officer heading NULM Dept. N.M
15. Sri Somenath Das, Collecting Sarkar, N.M


Chairperson
Nabadwip Municipality
Chairperson
Nabadwip Municipality

A/c Sec. M.R. No. 1403

Date 7.10.20

Re: Preparation of Revised Budget Estimate for the year 2020-21

The Revised Budget Estimate for the Current Financial Year 2020-21 requires to be prepared within scheduled time according to provision of West Bengal Municipal Act, 1993.


As such necessary instruction may be passed to the all Departmental Heads of the Municipality to submit their respective Departmental probable receipts and expenditure with plan proposal in consultation of Ward Committee, Board of Administrators and Annual Plan to incorporate in the Revised Budget Estimate for the year 2020-21, if any, by 16th October, 2020 positively in following proforma.

P R O F O R M A

Head of Receipt	Budget Estimate for the year 2020-21.	Actual Receipts for six months for the Current Year 2020-21	Revised Budget Estimate for the Year 2020-21	Head of Expenditure	Budget Estimate for the year 2020-21	Actual Expenditure for six months for the Current Year 2020-21	Revised Budget Estimate for the Year 2020-21	List of Unpaid Bill with amount	List of ongoing works with amount	Proposals (DTC) submitted as per guideline of UDMA	Whether approved or pending	Remarks
1	2	3	4	5	6	7	8	9	10	11	12	13

Submitted to The Chairperson, Board of Administrators, Nabadwip Municipality.

To
D.S.
pls circulate this
order in all
department
BB
07-10-2020


Finance Officer,
Nabadwip Municipality.