

**Prashant Goyal**  
Joint Secretary



Government of India  
Ministry of Finance  
Department of Economic Affairs  
North Block, New Delhi-110001  
E-mail : prashant.goyal@nic.in  
Tel. : +91-11-23093183  
Fax : +91-11-23093133

D.O. No. 4(7)-B(SD)/2017

Dated: 13<sup>th</sup> June, 2017

The First batch of Supplementary Demands for Grants for 2017-18 is to be presented to the Parliament in the ensuing Monsoon Session.

2. The following types of Supplementary Demands would only be considered for inclusion in this batch:

- (a) Cases where advances from the Contingency Fund of India have been granted, which are required to be recouped to the Fund;
- (b) Payments against Court decrees, which cannot be postponed;
- (c) Additional funds immediately required which can be met by re-appropriation of savings in the grant but require prior approval of Parliament under the New Service/New Instrument of Service Rules. In all cases where the savings are available within the same section (Revenue/Capital and Charged/Voted) of the grant, only token supplementary should be proposed. In cases where the savings are available in the Revenue/Capital section or *charged/voted* section and the expenditure is to be incurred in another section (Revenue/Capital or *Charged/Voted*), full requirement may be proposed as a technical supplementary, and the savings, against which the full amount is proposed in a different section, will be committed for surrender and will not be available for re-appropriation; and
- (d) Since, full budget is available with Ministries/Departments w.e.f. April 2017 onwards, cash supplementary should not be proposed in this batch. Such requests shall be summarily rejected.

3. All other cases may be held over to the next batch of Supplementary Demands, at the stage of finalization of RE estimates, for the current financial year.

4. While processing proposals for Supplementary Grants, the Grant controlling authority must invariably identify savings available within the Grant so that the infructuous or inflated Supplementary Demands are weeded out and the eventuality of surrender after obtaining Supplementary Grant is avoided. The proposal for Supplementary Demand for Grants may be projected after a thorough and objective assessment of additional requirement of funds. The Supplementary Demand should be sought for the minimum necessary amount after a thorough review of savings

within the Grant. In cases where re-appropriations can be made without the requirement of Supplementary as per the extant provisions, no Supplementary proposal, including for a token amount, should be proposed. Such requirement may be met by re-appropriation of savings after obtaining approval of competent authority.

5. The Ministries/Departments may fill data and notes in the Supplementary Module in Union Budget Information System (UBIS). Proposals in hard copies will not be accepted unless data entry has been completed in UBIS.

6. Cases which are required to be reported to Parliament in terms of the guidelines circulated with the Ministry's O. M. No.F.1(23)-B(AC)/2005 dated 25<sup>th</sup> May 2006 may also be furnished to Budget Division. If there is no proposal for Supplementary Demands for Grants in this batch, a nil report may be specifically sent to Budget Division.

7. Accordingly, the proposals in complete form may please be furnished by 23<sup>rd</sup> June, 2017 to Under Secretary (Budget) [Shri Manoj Kumar Jangir], Ministry of Finance, Department of Economic Affairs, Budget Division, Room No. 221-A, North Block, New Delhi. The proposals should also be forwarded in Union Budget Information System (UBIS) using the Supplementary Module (including hindi translation). After 23<sup>rd</sup> June, 2017, the UBIS link would stand disabled. Proposals not entered in UBIS shall not be considered.

Yours sincerely,

  
(Prashant Goyal)  
o/c

To

**Financial Advisers of All Ministries/Departments.**  
[As per List including Ministry of Railways]