

Budget/Immediate
By Special Messenger

F.No. 1(269)-Dir(BC)/20-21/515
Government of Pakistan
Finance Division
(Budget Wing)


Islamabad, the 23rd April, 2020

OFFICE MEMORANDUM

Subject:- **PROPOSED PROCEDURE FOR RECEIVING AND DATA ENTRY OF BOs / NISs FOR FY 2020-21 BY BUDGET COMPUTERIZATION**

Keeping in view the present scenario created by COVID-19, for the safety of all, it has been decided to take following steps for receiving, data entry and reconciliation of Budget Orders (BOs) / New Item Statements (NISs) for the financial year 2020-21:

- i. Finance Division has established a “**Budget Front Desk**” for receiving of BOs / NISs (hard & soft copy in Excel Format) at Ground Floor of Finance Division, Q-Block. **Only one relevant person along with detailed object-wise summary of the concerned demand (s) will approach Front Desk, Finance Division to handle all budgetary issues (mobile # must be provided on every BO/NIS).**
 - ii. A DDO-wise Budget 2020-21 Summary indicating their (i) Main Division (ii) Other Expenditure of the Division and (iii) Miscellaneous Expenditure of the Division (if any) may also be attached as per Annex-I.
 - iii. DSs (Expenditure) shall check, sign and send complete demand (s) to Budget Computerization. Incomplete / partial demands will not be entertained.
 - iv. No BOs / NISs would be received beyond 7th May, 2020 being the last date for submission of BOs / NISs in the Budget Computerization, Budget Wing.
 - v. Please contact staff of Director Budget Computerization at Phone Nos. 051-9218834 and 051-9209203 before approaching Finance Division as and when the demand is completed in all respect as per Indicative Budget Ceiling being issued and **according to attached time-schedule.**
2. It is requested to kindly adhere the above mentioned instructions in the public interest.


(Asma Malik)
Director (BC)

All Principal Accounting Officers.

Copy for information to:

1. PS to Finance Secretary.
2. All Additional Finance Secretaries / Senior Joint Secretaries, Finance Division.
3. J.S. (HRM), Finance Division.
4. All Joint Secretaries (Exp.) / Deputy Secretaries (Exp.), Finance Division.
5. Web Master, Finance Division.

Annexure-I**DDO-wise Summary of Budget 2020-21**

(Amount in Thousand)

A. List of DDO of Main Division:

<i>Sr#</i>	<i>DDO Code</i>	<i>DDO Description</i>	<i>Total Budget Estimate 2020-21</i>
		Grant Total	

B. List of DDOs of Other Expenditure of Division:

<i>Sr#</i>	<i>DDO Code</i>	<i>DDO Description</i>	<i>Total Budget Estimate 2020-21</i>
		Grant Total	

C. List of DDOs of Miscellaneous Expenditure of Division (if any):

<i>Sr#</i>	<i>DDO Code</i>	<i>DDO Description</i>	<i>Total Budget Estimate 2020-21</i>
		Grant Total	

GRAND TOAL (A+B+C)	
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**DATE-WISE SCHEDULE FOR SUBMISSION OF
BUDGET ORDERS (BOs) AND NEW ITEM STATEMENTS (NISS) 2020-21**

Date	Time	Demands	Department/ Division
27-04-2020	10.00 AM	1,2,3,4	Cabinet Division
Monday	11.00 AM	5,6,7	Aviation Division
	12.00 PM	8,9,10	Establishment Division
	02.00 PM	11,12,13	National Security Division, Poverty Alleviation, PM Office
	03.00 PM	14,15,16,17	Board of Investment, PM Inspection, Atomic Energy, Stationary

28-04-2020	10.00 AM	18,19,20	Climate Change, Commerce and Textile Division
Tuesday	11.00 AM	21,22	Communications Division
	12.00 PM	23,24,25	Defense Division
	02.00 PM	27	Defence Production Division
	03.00 PM	28,29,30	Power Division,

29-04-2020	10.00 AM	30,31,32	Petroleum Division
Wednesday	11.00 AM	33	Federal Education & Professional Training
	12.00 PM	34,35,36	Finance Division and CGA
	02.00 PM	37,38	Finance Division and National Savings
	03.00 PM	42,43	Higher Education Commission and Economic Affairs Division

30-04-2020	10.00 AM	44,45	Revenue Division and FBR
Thursday	11.00 AM	46,47	Custom and Inland Revenue
	12.00 PM	48	Foreign Affairs Division
	02.00 PM	49,50	Other Expenditure of Foreign Affairs Division
	03.00 PM	51,52	Housing & Works and Civil Works

01-05-2020	10.00 AM	53,54	Estate Office and Federal Lodges
Friday	11.00 AM	55,56	Human Rights and Industries & Production
	12.00 PM	57,58	Department of Investment Promotion and O/E Industries Production
	02.00 PM	59,60	Information & Broadcasting and Directorate of Publications
	03.00 PM	61,62,63	Press Information, Information Services Abroad, O/E Information Broad.

02-05-2020	10.00 AM	64,65	National History & Heritage, Information Technology Division
Saturday	11.00 AM	66,67,68	Interior Division, Islamabad, Passport Organization
	12.00 PM	69,70,71	Civil Armed Forces, Frontier Constabulary, Pakistan Coast Guard
	02.00 PM	72,73	Pakistan Rangers, O/E Interior Division
	03.00 PM	74	Inter Provincial Coordination Division

03-05-2020	10.00 AM	75,76,77	Kashmir Affairs Division and Gilgit Baltistan Division
Sunday	11.00 AM	78,79	Law & Justice, O/E Law & Justice Division
	12.00 PM	80,81,82	Council of Islamic Ideology, District Judiciary, NAB
	02.00 PM	83,84	Maritimes Affairs, Narcotics Control Division
	03.00 PM	85,86	National Assembly and The Senate

04-05-2020	10.00 AM	87,88	National Food Security, National Health Services & Regulation Division
Monday	11.00 AM	89,90	Overseas Pakistani and Humman Resource, Parliamentary Affairs Div.
	12.00 PM	91,92	Planning & Development Division, Postal Services Division
	02.00 PM	94	Privatization Division
	03.00 PM	96,97	Religious Affairs & Inter-Faith Harmony Division

05-05-2020	10.00 AM	98,99	Science & Technology Division
Tuesday	11.00 AM	100,101	State & Frontier Regions Division
	12.00 PM	102,103	Maintenance Allowances to Ex-Rulers & Afghan Refugees
	02.00 PM	104	Water Resources

06-05-2020	10.00 AM	A	Staff House Hold Allowances of the President
Wednesday	11.00 AM	B	Audit
	12.00 PM	H	Supreme Court of Pakistan
	02.00 PM	I	Islamabad High Court
	03.00 PM		

07-05-2020	10.00 AM	J	Election
Thursday	11.00 AM	K	Wafaqi Mohtasib
	12.00 PM	L	Federal Tax Ombudsman
	02.00 PM		