

F.No.1(269)-Dir(BC)/2021-22 - 629
Government of Pakistan
Finance Division
(Budget Wing)

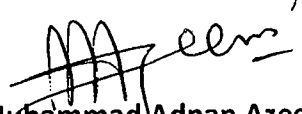
Islamabad, the 21st April, 2021

OFFICE MEMORANDUM

Subject:- **PROCEDURE FOR RECEIVING OF BOs/NISs FOR THE FINANCIAL YEAR 2021-22 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 of Budget Orders (BOs) / New Item Statements (NISs) for the financial year 2021-22:

- i. Finance Division shall establish "**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 BOs/NISs).
 - ii. DDO-wise Budget Summary for one demand may be attached with the BOs/NISs as per Annex-I.
 - iii. CF & AOs 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 06th May, 2021 being the last date for submission of BOs/NISs in the Budget Computerization, Budget Wing.
 - v. Please contact staff of Director, Budget Computerization on 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**.
 - vi. **COVID-19 SOPs** must be followed.
2. It is requested to kindly adhere the above mentioned instructions in the public interest.


(Muhammad Adnan Azeem)
Director (Budget Computerization)

All Principal Accounting Officers

Copy for information to:

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

DDO-WISE SUMMARY OF BUDGET 2021-22

Demand No. and Description: _____

(Rs. in 000)

| <i>Sr.#</i> | <i>DDO Code</i> | <i>Description</i> | <i>BO</i> | <i>NIS</i> | <i>Total</i> |
|-------------|-----------------|----------------------|-----------|------------|--------------|
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| | | Demand Total: | | | |

Note: Demand total should be the same as per IBC issued by Finance Division.
Lines may be added as per requirement.

Name, Designation & Signature

Mob: _____

Off: _____

Date-wise Schedule for Submission of BOs and NISs for FY 2021-22

| Old D # | Demands Description (Old) | New D # | Demands Description (Merged/New) | Date | Time |
|---------|--|---------|--|-----------|----------|
| | | | | 26-4-2021 | 10.00 am |
| 1 | Cabinet | 1 | Cabinet | | 11.00 am |
| 2 | Cabinet Division | 2 | Cabinet Div | | |
| 3 | Other Exp of Cabinet Division | | | | |
| 4 | Misc Exp of Cabinet Division (excl Naya Pak) | | | | |
| 5 | Emergency Relief and Repatriation | 3 | Emergency Relief and Repatriation | | 12.00 pm |
| 6 | Intelligence Bureau | 4 | Intelligence Bureau | | 12.00 pm |
| 7 | Atomic Energy | 5 | Atomic Energy | | 12.00 pm |
| 8 | Pakistan Nuclear Regulatory Authority | 6 | Pakistan Nuclear Regulatory Authority | | 2.00 pm |
| 9 | Naya Pakistan Housing Development | 7 | Naya Pakistan Housing Development | | 2.00 pm |
| 10 | Prime Minister's Office (Internal) | 8 | Prime Minister's office (Internal) | | 2.00 pm |
| 11 | Prime Minister's Office (Public) | 9 | Prime Minister's office (Public) | | 2.00 pm |
| 12 | NDMA & ERRA | 10 | NDMA & ERRA | | 2.00 pm |
| 13 | Board of Investment | 11 | Board of Investment | | 3.00 pm |
| 14 | Prime Minister's Inspection Commission | 12 | Prime Minister's Inspection Commission | | |

Date-wise Schedule for Submission of BOs and NISs for FY 2021-22

| Old D # | Demands Description (Old) | New D # | Demands Description (Merged/New) | Date | Time | |
|---------|---|---------|---|-----------|----------|--|
| 15 | Aviation Division | 13 | Aviation Division (Meteorology included) | 27-4-2021 | 10.00 am | |
| 16 | Misc Exp of Aviation Division | | | | 10.00 am | |
| 17 | Airports Security Force | 14 | Airports Security Force | | 10.00 am | |
| 18 | Meteorology | | | | 11.00 pm | |
| 19 | Establishment Division | 15 | Establishment Division | | 11.00 pm | |
| 20 | Other Exp of Establishment Division | | | | 11.00 pm | |
| 21 | Federal Public Service Commission | 16 | Federal Public Service Commission | | 12.00 pm | |
| 22 | National School of Public Policy | 17 | National School of Public Policy | | 12.00 pm | |
| 23 | Civil Services Academy | 18 | Civil Services Academy | | 12.00 pm | |
| 24 | National Security Division | 19 | National Security Division | | 12.00 pm | |
| 25 | Poverty Alleviation and Social Safety Div (excl PPAF grant) | 20 | Poverty Alleviation and Social Safety Div | 27-4-2021 | 12.00 pm | |
| 26 | BISP (excluding Grant) | 21 | BISP (excluding Grant) | | 12.00 pm | |
| 27 | Bait-ul-Mal (excluding Grant) | 22 | Bait-ul-Mal (excluding Grant) | | 12.00 pm | |
| 28 | Climate Change Division | 23 | Climate Change Division | | 2.00 pm | |
| 29 | Other Exp of Climate Change Division | | | | | |
| 30 | Misc Exp of Climate Change Division | | | | | |
| 31 | Commerce Division | 24 | Commerce Division | | 3.00 pm | |
| 32 | Other Exp of Commerce Division (+3 USD) | | | | | |
| 33 | Misc Exp of Commerce Div (exclu. TUF & DLTL) | | | | | |

Date-wise Schedule for Submission of BOs and NISs for FY 2021-22

| Old D # | Demands Description (Old) | New D # | Demands Description (Merged/New) | Date | Time | |
|---------|--|---------|--|-----------|-----------|---------|
| 34 | Communications Division (Excluding PLI) | 25 | Communication Division | 28-4-2021 | 10.00 am | |
| 35 | Other Exp of Communications Division | 26 | Other Exp of Communications Division | | 10.00 am | |
| 36 | Pakistan Post Office | 27 | Pakistan Post Office | | 10.00 am | |
| 37 | Defence Division | 28 | Defence Division | | | |
| 38 | Other Exp of Defence Division / PMSA | | | | | |
| 39 | Survey of Pakistan | | | | | |
| 40 | Federal Government Educational Institutions in Cantts. & Garrisons | 29 | Federal Government Educational Institutions in Cantts. & Garrisons | | 11.00 am | |
| 41 | Defence Services | 30 | Defence Services | | 11.00 am | |
| 42 | Defence Production Division | 31 | Defence Production Division | | 11.00 am | |
| 43 | Economic Affairs Division | 32 | Economic Affairs Division | | 12.00 am | |
| 44 | Misc Exp of EAD (excluding grant) | 33 | Misc Exp of EAD (excluding grant) | | 12.00 am | |
| 45 | Power Division | 34 | Power Division | | 12.00 am | |
| 46 | Other Exp of Power Division | | | | | |
| 47 | Petroleum Division | 35 | Petroleum Division | | 2.00 pm | |
| 48 | Other Exp of Petroleum Division | | | | | |
| 49 | Misc Exp of Petroleum Division | | | | | |
| 50 | Geological Survey of Pakistan | 36 | Geological Survey of Pakistan | | 28-4-2021 | 2.00 pm |
| 51 | Federal Edu. & Professional Training Div. | 37 | Federal Education & Professional Training Division | | | 3.00 pm |
| 52 | Other Exp of Federal Education and Professional Training Div. | | | | | |
| 53 | Misc Exp of Federal Education and Professional Training Div. | | | | | |
| 54 | HEC (Head Quarter) (excluding Grant) | 38 | HEC (Including Grant) | 3.00 pm | | |
| 55 | National Vocational and Technical Training Commission (NAVTTTC) | 39 | National Vocational and Technical Training Commission (NAVTTTC) | 3.00 pm | | |

Date-wise Schedule for Submission of BOs and NISs for FY 2021-22

| Old D # | Demands Description (Old) | New D # | Demands Description (Merged/New) | Date | Time |
|---------|---|---------|--------------------------------------|-----------|----------|
| 56 | National Heritage & Culture Division | 40 | National Heritage & Culture Division | 29-4-2021 | 10.00 am |
| 57 | Other Exp of National Heritage & Culture Division | | | | |
| 58 | Misc Exp of National Heritage & Culture | | | | |
| 59 | Finance Division | 41 | Finance Division | | 11.00 am |
| 60 | Other Exp of Finance Division (FTO) | 42 | Other Exp of Finance Division | | 11.00 am |
| 61 | Controller General of Accounts (SAP) | 43 | Controller General of Accounts (SAP) | | 11.00 am |
| 62 | Pakistan Mint | | | | |
| 63 | National Savings | | | | 12.00 pm |
| 64 | Superannuation Allowances & Pensions | 44 | Superannuation Allowances & Pensions | | 12.00 pm |
| 65 | Grants-in-Aid and Misc. Adjustments between Fed. & Prov. Govts. | 45 | Subsidies and Misc Expenditures | | 12.00 pm |
| 66 | Subsidies & Misc Expenditure | | | | |
| 67 | Revenue Division | 46 | Revenue Division | | 3.00 pm |
| 68 | Other Exp of Revenue Division | | | | |
| 69 | Federal Board of Revenue Division | | | | |
| 70 | Customs | 47 | Customs | | 3.00 pm |
| 71 | Inland Revenue | 48 | Inland Revenue | | 3.00 pm |

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| Old D # | Demands Description (Old) | New D # | Demands Description (Merged/New) | Date | Time |
|---------|---|---------|--|-----------|----------|
| 72 | Foreign Affairs Division | 49 | Foreign Affairs Division | 30-4-2021 | 10.00 am |
| 73 | Other Exp of Foreign Affairs Division | | | | |
| 74 | Foreign Affairs | 50 | Foreign Missions | 30-4-2021 | 10.00 am |
| 75 | Housing and Works Division | 51 | Housing & Works Div | | 11.00 am |
| 76 | Other Exp of Housing and Works Division | | | | |
| 77 | Human Rights Division | 52 | Human Rights Division | | 11.00 am |
| 78 | Misc Exp of Human Right Division | | | | |
| 79 | Other Exp of Human Rights Division | | | | |
| 80 | Industries and Production Division | 53 | Industries & Production Div | | 2.00 pm |
| 81 | Other Exp of Industries and Production Div. | | | | |
| 82 | Misc Exp of Industries Div. | | | | |
| 83 | Financial Action Task Force (FATF) (FD) | 54 | Financial Action Task Force (FATF) (FD) | | 2.00 pm |
| 84 | Information and Broadcasting Division | 55 | Information & Broadcasting Division | 3.00 pm | |
| 85 | Other Exp of Information & Broadcasting Div | | | | |
| 86 | Misc Exp of Information & Broadcasting Div. | 56 | Other Exp of Information & Broadcasting Division | 3.00 pm | |
| 87 | Information Services Abroad | | | | |

Date-wise Schedule for Submission of BOs and NISs for FY 2021-22

| Old D # | Demands Description (Old) | New D # | Demands Description (Merged/New) | Date | Time |
|---------|--|---------|---|------------|----------|
| 88 | Information Technology and Telecom. Div. | 57 | Information Technology & Telecommunication Division | 02-05-2021 | 10.00 am |
| 89 | Other Exp of Info. Technology and Telecom. Div. | | | | |
| 90 | Misc Exp of Information Technology & Telecom. Div. | | | | |
| 91 | Interior Division | 58 | Interior Division (Incl. Passport Organization) | | 11.00 am |
| 92 | Other Exp of Interior Division (FIA) | 59 | Other Exp of Interior Division (FIA) | | 11.00 am |
| 93 | Misc Exp of Interior Division | | | | |
| 94 | Islamabad (ICT) | 60 | Islamabad Capital Territory (ICT) | | 12.00 pm |
| 95 | Passport Organization | | | | |
| 96 | Civil Armed Forces (F Corp, KP & Bal) | 61 | Combined Civil Armed Forces | | 2.00 pm |
| 97 | Frontier Constabulary (KP & Bal) | | | | |
| 98 | Pakistan Coast Guards | | | | |
| 99 | Pakistan Rangers (Punjab & Sindh) | | | | |
| 100 | Inter-Provincial Coordination Division | 62 | Inter-Provincial Coordination Division | | 3.00 pm |
| 101 | Other Exp of Inter Provincial Coord. Div. | | | | |
| 102 | Misc Exp of Inter Provincial Coord. Div. | | | | |

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| Old D # | Demands Description (Old) | New D # | Demands Description (Merged/New) | Date | Time | | | | | |
|---------|--|---------|---|------------|------------|------------|------------|------------|------------|---------|
| 103 | Kashmir Affairs and Gilgit Baltistan Div. | 63 | Kashmir Affairs and Gilgit Baltistan Division | 03-05-2021 | 10.00 am | | | | | |
| 104 | Other Exp of Kashmir Affairs and Gilgit Baltistan Div. | | | | | | | | | |
| 105 | Gilgit Baltistan | | | | | | | | | |
| 106 | Law and Justice Division | 64 | Law and Justice Division | | 03-05-2021 | 10.00 am | | | | |
| 107 | Other Exp of Law and Justice Division | | | | | | | | | |
| 108 | Misc Exp of Law and Justice Division | | | | | | | | | |
| 109 | Federal Shariat Court | 65 | Federal Judicial Academy | | | 03-05-2021 | 11.00 am | | | |
| 109 | Federal Shariat Court | 66 | Federal Shariat Court | | | | 11.00 am | | | |
| 110 | Council of Islamic Ideology | 67 | Council of Islamic Ideology | | | | 11.00 am | | | |
| 111 | National Accountability Bureau | 68 | National Accountability Bureau | | | | 11.00 am | | | |
| 112 | District Judiciary, Islamabad Capital Territory | 69 | District Judiciary, Islamabad Capital Territory | | | | 12.00 pm | | | |
| 113 | Maritime Affairs Division | 70 | Maritime Affairs Division | | | | 03-05-2021 | 12.00 pm | | |
| 114 | Other Exp of Maritime Affairs Div. | | | | | | | | | |
| 115 | Misc Exp of Maritime Affairs Div. | | | | | | | | | |
| 116 | Narcotics Control Division | 71 | Narcotics Control Division | | | | | 03-05-2021 | 3.00 pm | |
| 117 | Other Exp of Narcotics Control Div. | | | | | | | | | |
| 118 | National Assembly | 72 | National Assembly | | | | | | 03-05-2021 | 3.00 pm |
| 119 | The Senate | 73 | The Senate | | | | | | | 3.00 pm |

Date-wise Schedule for Submission of BOs and NISs for FY 2021-22

| Old D # | Demands Description (Old) | New D # | Demands Description (Merged/New) | Date | Time |
|---------|---|---------|---|------------|----------|
| 120 | National Food Security and Research Div. | 74 | National Food Security and Research Division | 04-05-2021 | 10.00 am |
| 121 | Other Exp of National Food Security & Research Div. | | | | |
| 122 | Misc Exp of National Food Security & Research Div. | | | | |
| 123 | National Health Services, Regulations and Coordination Division | 75 | National Health Services, Regulations and Coordination Division | 04-05-2021 | 10.00 am |
| 124 | Other Exp of National Health Services | | | | |
| 125 | Misc Exp of National Health Services | | | | |
| 126 | Overseas Pakistanis and Human Resource Div | 76 | Overseas Pakistanis and Human Resource Development Division | | 10.00 am |
| 127 | Other Exp of Overseas Pakistanis and HRD | | | | |
| 128 | Parliamentary Affairs Division | 77 | Parliamentary Affairs Division | | 11.00 am |
| 129 | Planning, Dev. and Special Initiatives Div. | 78 | Planning, Development and Special Initiatives Division | | 11.00 am |
| 130 | Other Exp of Planning & SI Div | | | | |
| 131 | Misc Exp of Planning & SI Div. | | | | |
| 132 | CPEC Authority | 79 | CPEC Authority | | 12.00 pm |
| 133 | Privatisation Division | 80 | Privatisation Division | | 12.00 pm |
| 134 | Pakistan Railways (Railway Division) + charged expenditure | 81 | Railways Division (including Grant) | | 12.00 pm |
| 135 | Misc. Exp of Pakistan Railways (Grant) | | | | |
| 136 | Religious Affairs and Inter Faith Har. Div. | 82 | Religious Affairs and Inter Faith Harmony Division | | 2.00 pm |
| 137 | Other Exp of Religious Affairs & IFH Div. | | | | |
| 138 | Misc Exp of Religious Affairs & IFH Div. | | | | |
| 139 | Science and Technology Division | 83 | Science and Technology Division | | 2.00 pm |
| 140 | Misc./Other Exp. of Science and Tech | | | | |
| 141 | States and Frontier Regions Division | 84 | States and Frontier Regions Division | | 3.00 pm |
| 142 | Other Exp of States and Frontier Reg. Div. | | | | |

Date-wise Schedule for Submission of BOs and NISs for FY 2021-22

| Old D # | Demands Description (Old) | New D # | Demands Description (Merged/New) | Date | Time |
|---------|--|---------|----------------------------------|------------|----------|
| 143 | Water Resources Division | 85 | Water Resources Division | 05-05-2021 | 10.00 am |
| 144 | Other Exp of Water Resources Div. | | | | |
| 145 | Misc Exp of Water Resources Div. | | | | |
| A | Staff Household and Allowances of the President (Personal) | | | 05-05-2021 | 10.00 am |
| B | Staff Household and Allowances of the President (Public) | | | | 10.00 am |
| F | Audit | | | | 11.00 am |
| I | Supreme Court | | | | 12.00 pm |
| J | Islamabad High Court | | | | 12.00 pm |
| K | Election | | | | 2.00 pm |
| L | Federal Ombudsman Secretariat for Protection against Harassment of Women at Work | | | | 3.00 pm |
| M | Wafaqi Mohtasib | | | | 3.00 pm |
| N | Federal Tax Ombudsman | | | | 3.00 pm |