



भारतसरकार/GOVERNMENT OF INDIA  
भारतीयभूवैज्ञानिकसर्वेक्षण/ GEOLOGICAL SURVEY OF INDIA  
केंद्रीयमुख्यालय/ CENTRAL HEADQUATERS  
27, जे. एल. एन. रोड/ 27, J.L. NEHRU ROAD  
कोलकाता/ KOLKATA - 700016

पं०सं/L.No.:No.906/G-20012/MoM/Budget /2019-20

दिनांक/Date: 14<sup>th</sup> August 2019

द्वारा/ From:

The Addl. Director General (F) & HoD  
Geological Survey of India,  
Central Headquarters,  
Kolkata-700016

प्रति/To:

The Addl. Director General & HoDs, Geological Survey of  
India, ER, Kolkata/ CR, Nagpur/ NR, Lucknow/ WR, Jaipur/  
SR, Hyderabad / NER, Shillong

The Addl. Director General & National Mission Heads-  
Mission-I, Kolkata / Mission-II, Nagpur/ Mission-III, Kolkata  
/ Mission-IV, Kolkata

The Addl. Director General (STSS), CHQ, Kolkata

The Deputy Director General & Head, M&CSD Mangalore/  
RSAS, Bangalore/ TI, Hyderabad / DGCO, Delhi/ and all  
State Units.

The Controller of Accounts, Central Accounts Office,  
Ministry of Mines, Kolkata / New Delhi

**Sub: Submission of Revised Estimates – 2019-20 and Budget Estimates for the Year 2020-21- reg.**

Sir,


To avoid last minutes rush and wrong projection of figures under various heads, the process for formulation of budget estimates for the financial year 2020-21 has been started.

In this connection, it is requested that the budgetary requirements under various heads for the financial year 2020-21 may please be prepared as per the Annexed format with due care and reasonable amount should be projected which can be utilised during the FY itself. **All Regional Headquarters / Missions / Divisions are required to furnish their requirement under each Heads with detailed justification and break-up of the projected amount.** National Mission Heads are required to analyse critically their demands for mission activities on the basis for proposed / approved plans for the next financial year. While projecting the demands for Missions activities detailed justification of major expenditure under various heads may please be clearly mentioned.

Besides Budget Estimates for the FY 2020-21, you are also requested to provide the Revised Estimates for the current FY – 2019-20 along with detailed justification. The Revised Estimates should be based on the bare minimum requirement that can be utilised during the current financial year only.

The Budget Estimates for the financial year 2020-21& Revised Estimates for the FY-2019-20 with proper justification may please be forwarded to the mail ID of Director (Finance), CHQ ([dirfinance.chq@gsi.gov.in](mailto:dirfinance.chq@gsi.gov.in)) by 27<sup>th</sup> August 2019 without fail. It is also submitted that the projections made by the Regions / Missions / Divisions should also entered in the OCBIS's Integrated Financial Management System (IFMS) for easy compilation of the data / information. **It is advised that Regions/ Missions / Divisions should project the amount proper justification, if required separate sheet may be used, and ensure that the same should be utilised by the end of the Financial Years.**

भवदीय/ Yours sincerely,

  
(एन०आर०भट्टाचारजी/ N.R.Bhattacharjee)  
निदेशक (वित्त)/Director (Finance),  
For Addl. Director General (Finance)

Copy forwarded for kin information to:

1. The all concerned for necessary action please.
2. Chief Controller of Accounts, Ministry of Mines, New Delhi
3. Dy. Director General (IT), GSI, CHQ, Kolkata with a request to upload the same on GSI Portal.

