

Office of the Principal,
SGS Arts College, TTD, Tirupati.

Roc.No.TTD/167/SGSAC/TTD/2020

Dt.26.08.2023

"PROCEEDINGS"

Sub:—TTD-Educational Institutions – SGS Arts College, Tirupati —
Conducting Of Supplementary to 402 unsuccessful VRO Gr-II
Schedule on 20.08.2023 is postponed to 27.08.2023 and venue at
S.G.S.Arts College, TTD,Tirupati Permission Issued –Orders- Reg

Read:1) Letter of Commissioner of Survey settlement and land Records
of A.P, Vijayawada,RC No.APSTA-1102/42/202-A SEC-APSTA
Dt:01.08.2023, Note orders of the Sri.K.Balaji, I.A.S, Distrct
Collector, I/C, Tirupati,Dt:08.08.2023

2) Note orders of the Addl FA&CAO, TTD, Tirupati, dt.:25.08.2023.

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ORDER:

Permission is hereby accorded to Conducting Of Supplementary to 402
unsuccessful VRO Gr-II Schedule on 20.08.2023 is postponed to 27.08.2023 and
venue at S.G.S.Arts College, TTD,Tirupati . And stated that "Village Revenue Officer
Grade-II Exam going to be conducting both Sessions on 27.08.2023 August 2023
from Theory 10:00 AM to 1:00 PM and plotting from 2.30PM to 5.00PM. To Conduct
the Exam 12 Invigilators 12 Rooms are reserved in SGS Arts College Building by
paying an amount of Rs.1400/-(Rupees one thousand four hundred only) (Rs.1200/-
towards ground rent per day + Rs.216/- towards GST).

The Principal, SGS Arts college, TTD, Tirupati is requested to Collect the
ground rent as per procedure and to permit the""Village Revenue Officer Grade-II ""
Exam to utilize the ground of SGS Arts college, TTD, Tirupati for one day i.e .,on
27.08.2023 from 10:00 AM to 05:00 PM.

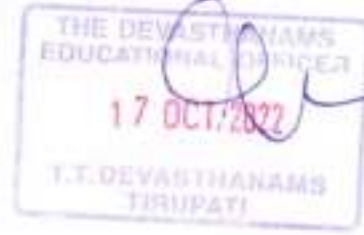
//BY ORDER OF THE Addl FA&CAO, TTD, TIRUPATI //

Principal

Copy to Sri.K.Balaji, I.A.S, Distrct Collector, I/C, Tirupati,
Copy to the Principal,SGSAC, TTD, Tirupati
Copy to file / Spare

Signed by N Venugopal
Reddy
Date: 26-08-2023 11:51:32
Reason: Approved

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Tirumala Tirupati Devasthanams, Tirupati

Budget 2023-2024

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TIRUMALA TIRUPATI DEVASTHANAMS, TIRUPATI
"BUDGET 2023-2024 - MOST URGENT"

ROC No: A42/3004/COM WING-SEC-TTD/2022

Dt.14.10.2022

"CIRCULAR"

Sub:- Tirumala Tirupati Devasthanams, Tirupati – Accounts Department – BUDGET
– Preparation of Revised Estimates for 2022-2023 and Budget Estimates for
2023-2024 – Proposals Called for – Reg.

-:oOo:-

All the Heads of Departments / Institutions and Sections of T.T. Devasthanams are requested to submit the proposals for the preparation of Revised Estimates for 2022-2023 and Budget Estimates for 2023-2024. It is to inform that a new Application "Budget Management System" is developed under the ERP Application. Hence, all are requested to submit the Budget Proposals through the BUDGET Management system. It is to request to enclose the details and Statements required in the guidelines / proforma, as enclosed herewith, in the relevant place provided in the system.

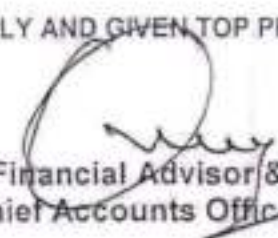
They are requested to verify the proposals filled in ERP by their subordinate officers and after scrutinizing them thoroughly and ensure that the statements prepared are in accordance with the Guidelines mentioned therein and in accordance with the rules and regulations of TTD in force. It is requested to submit the proposals after going through the actually carefully after going through the actuals and they shall be personally held responsible for the accuracy of the figures furnished in the statements.

They are requested to ensure that their proposals are complete in all respects with all the particulars and statistics required and to submit the same within the time stipulated and any correspondence in this regard shall be dealt with the concerned Heads of the Departments only.

All the Heads of Departments / Institutions are requested to give **Top Priority** to this item of work and the Budget proposals should be submitted, after thorough scrutiny in the Budget Application in ERP System on or before **15-11-2022** without fail.

It wouldn't be out of place to underscore here that the budget is an annual Budget. Savings if any would lapse during the same year and cannot be carried forward to the next year.

THIS CIRCULAR AND ITS CONTENTS MAY BE READ CAREFULLY AND GIVEN TOP PRIORITY


**Financial Advisor &
Chief Accounts Officer**

To

All the Heads of Departments, T.T. Devasthanams, Tirupati / Tirumala & Outside of Tirupati and Tirumala as per the list enclosed.

Copy to PS to Executive Officer, TTDs., Tirupati

Copy to CC to Addl. E.O., TTDs., Tml

Copy to CC to Joint Executive Officer, TTDs., Tpt

Copy to CC to FA&CAO, TTDs., Tpt

Copy to file & Spare (10)

GUIDELINES FOR BUDGET PREPARATIONS

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I. General

1. The object of Budget is a reappraisal of the current year's estimate of 'Receipt and Payments and preparation of an estimate of the proposed 'Receipts and payments' for the next year with a proposed 'Work program' together with the estimates of "Funds" necessary to execute it. Therefore, it has to be get prepared with adequate care, so that the estimates and actuals vary the least.
2. The Consolidated Budget of Tirumala Tirupati Devasthanams has to be prepared in accordance with principles laid down in the TTD Accounts Manual basing on the Units / Departments individual budgetary estimates. Therefore, the Units / Departments Budget estimates invariably follow the principle of the Accounts Manual.
3. All transactions both Receipts and Payments shall be shown under the Budget.

II. GUIDELINES FOR PREPARATION OF BUDGET

- a) All transactions both Receipts and Payments shall be reflected.

1. The Preparation of the Budget Estimates is the responsibility of the Heads of the Departments. No new proposal in the Budget Estimates shall be included without obtaining the **PRIOR approval from the competent authority**. Capital works, Capital purchases like fixed assets to various institutions **shall be supported with the approval of the competent authority and copies shall invariably be enclosed to the proposals for considerations**. Proposals without orders of competent authority will not be included.
2. The Budget Estimates shall be realistic one. It shall be neither overestimated nor underestimated.
3. The Budget Estimates shall be prepared on the basis of actual Receipts and Payments expected during the year but not on the basis of Receipts which are going to be realized and payments which are to be incurred in the next year.
4. Budget estimates shall be prepared on the basis of "**Gross**" and not on "**Net**" income or expenditure. All the transactions, both Receipts and Payments shall be fully reflected in the Budget estimates, and not merely the results "**Net**" position which does not give clear position of Budget of a particular institution.
5. Detail working shall be made available while the Budget Estimates are submitting in the proforma given. Otherwise provision shall be made in the Budget basing on the average of three years Actuals under various accounting heads.

6. Salaries & Wages statements shall be prepared with utmost care:
 - a) The actual number of posts sanctioned in each category along with orders shall be shown.
 - b) In the case of NMR's, contract workers, consolidate pay workers, casual labours, unit system workers etc., separate statements for each category shall be furnished.
 - c) The Number of posts vacant in each cadre for more than six months shall be furnished in a related Proforma.
7. **Revenue and Capital "Parts" of Budget :** Recurring Receipts and Recurring Payments on one hand and Capital Receipts and Capital Payments on the other hand shall be kept distinct balance separately so that the overall Surplus / deficit may scrutinized by taking both of these two aspects into account separately.
8. Wherever consumption of materials is involved, the Material Consumption Statements with relevant data must be enclosed. Without the consumption statements the Budget Proposals will not be considered (for the Dept., applicable).
9. In addition to the Budget requirement for the direct expenditure incurred by the institutions, all the Heads of the Departments are requested to submit a "Service Requirements" for all the Materials and Services, transferred or rendered respectively from one department to another department of TTDs. Generally, the Service Departments to Temples viz SV Dairy Farm, Garden and Forest Department and the Service Department to Pilgrims viz., Health, Security/vigilance, Canteens, Dispensaries and Hospitals etc., the Engineering divisions and Huzur Office are mainly dealing with the transfer of materials and services. There are to be taken as expenditure in the respective receiving units. As such, the particulars are required to be furnished in the proforma enclosed duly filling all the columns in it.

In addition to the particulars in the Proforma enclosed, the Heads of Departments shall also furnish the following particulars.

- a. A Certificate to the effect that the actuals of 2021-2022 the actuals of Six Months from April 2022 to September 2022 furnished in the budget proposals are extracted from the Accounts maintained as per the TTD Accounts Manual and in accordance with the respective Trail Balances furnished to this office.
- b. Number Statements shall be furnished separately for each account code number such as 461, 462, 463, 465, 466, 467 etc. Proformas. Totals of all the columns in these Proforma shall invariably be made.

- c. Service Institutions for Temples, Pilgrims and Engineering Departments shall furnish the relevant Proforma duly furnishing the details of supply, nature of service rendered as the case may be along with the relevant to Proforma.
- d. The Engineering Divisions shall furnish the statement of works along with the progress of work done in case of works **more than one lakh, five lakhs and ten lakhs separately**.
- e. The Chief Engineer, TTDs shall furnish the main works of TTDs with the total allotment required basing on the priority of works. Allotment required for existing works more than five lakhs, ten lakhs division-wise separately shall be furnished.

III. Advances, Deposits, Loans and Investments:

1. The Accountants working in TTD Accounts Department, TTD Shall furnish the particulars relating to various loans such as House Building, Vehicle, Marriage Loan etc., Loans, Advance, Deposits and Investments pertaining to their respective seats through the Chief Accounts Officer, TTDs., Tirupati both for Receipts and Payments separately in the given Proforma, with the full details required to be incorporated in the Revised Estimates for 2022-2023 and Budget Estimates for 2023-2024 with in the stipulated time.

IV. The following institutions shall furnish the details shown against each in addition to the above.

(i) SRI TIRUMALA TEMPLE

- a) Statement of total sevas and utsavams performed month wise for the years 2016-2017, 2017-2018, 2018-2019, 2019-2020, 2020-2021, 2021-2022, 2022-2023 (for 6 months i.e. 04/22 to 09/22).
- b) New Sevas and Ustavams introduced if any during the year and proposed to be introduced in the next year.
- c) Cost of Laddu and Vadas with the details of working cost and proposals if any to change the selling price of Laddu and Vada Dittam scales shall be indicated together with the details of the number of padies prepared and number of Laddus sold month wise for the years 2016-2017, 2017-2018, 2018-2019, 2019-2020, 2020-2021, 2021-2022, 2022-2023 (for 6 months i.e. 04/22 to 09/22).
- d) Comparative Statement of collections for the past 5 years for (1) Parakamani (2) Arjitha Seva (3) Spl. Dharsan Tickets (4) Seegra Darsanam (5) Break Dharsan Tickets and (6) Vagapadi Collection etc.
- e) Proposed Capital Work such as preparation of Vahanams, Construction works etc. shall be furnished (2023-2024).
- f) Any other, relevant information of new Sevas if any along with the preparation of Budget Estimates for 2023-2024.

(ii) **OTHER TEMPLES :**

Proposals for introduction of new sevas if any along with the enhancement of rates of the sevas proposed.

(iii) **HOSPITALS & DISPENSARIES :**

A statement showing number of patients treated and the total cost of medicines utilized in the respective Hospitals / Dispensaries and proposed estimates for future year.

(iv) **ENGINEERING DIVISIONS :**

- a. Progress of works during the years including spillover works item wise separately shall be furnished.
- b. Works proposed for the next year i.e., 2023-2024
- c. New works proposed for the next year i.e., 2023-2024 in seriatim of the priority depending upon its importance & urgency along with reports required or sanction from the competent authority shall be enclosed.
- d. The proposals shall be routed through the Chief Engineer, TTDs., Tirupati who in turn shall scrutinize the same and submit to this office for finalization, duly sending a copy to this office directly.
- e. Details of Kalyanamandapams with costs incurred and proposed etc.

(v) **HUZUR OFFICE :**

The Heads of Departments working in the Administrative Building, TTD shall also furnish a definite indication, if there is any new schemes and donations to be started as to when it has been sanctioned and what is the probable expenditure for the rest of the year i.e., October 2022 to March 2023 and also in the next Budget year i.e., 2023-2024. Any new schemes or donations proposed to be taken up during the coming year i.e., Estimates 2023-2024 to be considered and the necessity of other scheme with a detailed note for including in the Budget Estimates to consider the same according to the availability of the Funds.

(vi) D.C.B. PARTICULARS :

The DCB particulars shall be furnished by the following Heads of Departments.

S.No	Name of Department / Section	Particulars
1	Panchayat Office	House Tax
2	Health Office	D & O Trade License / Other collections
3	Divisional Engineer – I (Ele.), Tpt	Electrical charges
4	Divisional Engineer (Electrical), Tml	Electrical charges
5	Executive Engineer- IX (Water works)	Water Charges
6	Estate Officer, Tpt/Tml	Rent Collection
7	Dev. Law Officer	Legal Fee etc
8	Choultries-RO-I	Free of cost allotment of rooms/ Possibilities of collection/ Ratification
9	OSD	Free of cost allotment of rooms/ Possibilities of collection/Ratification
10	Srinivasam complex	Free of cost allotment of rooms/ Possibilities of collection/Ratification
11	Choultries	Free of cost allotment of rooms/ Possibilities of collection/Ratification
12	TTD Press	Free of cost printing/ Possibilities of collection/ Ratification
13	Editor office	Free of cost supplies/ Possibilities of collection/ Ratification
14	Information Centre/ Concerned E.E. Divisions	Lease amount of Kalyanamandapams
15	Transport	Propulsion charges/ Possibilities of collection/ Ratification
16	Marketing Division	Material supplies to Trusts/ Others Possibilities of collection/ Ratification
17	Jewellery Section	Supply/ preparation of Jewellery on subsidy or payment basis
18	Govindaraja Swamy Temple	Supply of umbrellas on subsidy
19	R & B, Tpt	Supply of mike sets on subsidy

(vii) **TRUSTS:**

The Trusts constituted by the TTD Shall furnish the following particulars in detail with a brief note on the working of the Trust with its aims & objections in the Proformas.

- (i) Details of the receipts both Capital and Revenue
- (ii) Details of the payments both Capital and Revenue
- (iii) Deposits received for various schemes announced

(viii) **DETAILED NOTE ON BUDGET:**

All the Heads of Departments / Institutions and Sections shall also furnish a detailed **note on the working of the respective institutions** with all the required **Statistics** in brief to include the same in the final budget note to be submitted to the authorities.

DETAILS OF BUDGET FOR THE FINANCIAL YEAR 2023-2024

Financial Year	Unit	Unit Description	Account	Account Description	Budget Allocated	Budget Utilized	Organizaiton ID	Budget Available
2023-2024	7338401	Sri Govindarajaswamy Arts College, Tirupati	10263166	Laboratory/ Life Saving Equipments/ Medical Equipments-indigeneous Imported-Asset Clearing	600000	551583.92	101	48416.08
2023-2024	7338401	Sri Govindarajaswamy Arts College, Tirupati	10311001	Vehicle Loan	27000	0	101	27000
2023-2024	7338401	Sri Govindarajaswamy Arts College, Tirupati	40451000	Dittam	1840000	1366210.98	101	473789.02
2023-2024	7338401	Sri Govindarajaswamy Arts College, Tirupati	40466000	Teaching Staff - Schools & Colleges	73710000	73318894	101	391106
2023-2024	7338401	Sri Govindarajaswamy Arts College, Tirupati	40467000	Non - Teaching Staff Schools & Colleges	34880000	34739220	101	140780
2023-2024	7338401	Sri Govindarajaswamy Arts College, Tirupati	40485000	Ex-Gratia Payments	1150000	910000	101	240000
2023-2024	7338401	Sri Govindarajaswamy Arts College, Tirupati	40489000	Other Welfare Expenditure	860000	709473	101	150527
2023-2024	7338401	Sri Govindarajaswamy Arts College, Tirupati	40539000	Postages	600	0	101	600
2023-2024	7338401	Sri Govindarajaswamy Arts College, Tirupati	40547000	Travelling Expenses of Employees	3000	2550	101	450
2023-2024	7338401	Sri Govindarajaswamy Arts College, Tirupati	40555001	Other Sundry Expenses	2170000	1497842.18	101	672157.82
2023-2024	7338401	Sri Govindarajaswamy Arts College, Tirupati	40557001	Sulabh/Other House Keeping Service Agency Payment	1000000	534390.34	101	465609.66
2023-2024	7338401	Sri Govindarajaswamy Arts College, Tirupati	40557007	Contract Lecturers	25000000	21956100	101	3043900
2023-2024	7338401	Sri Govindarajaswamy Arts College, Tirupati	40557009	Contract Wages & Vahanams Bearers	0	0	101	0

M. S. S. S.

[Signature]
Co-ordinator
IQAC
S.G.S. Arts College
TIRUPATI.

[Signature]
PRINCIPAL
S.G.S. ARTS COLLEGE
T.T.D., TIRUPATI.