

**GOVERNMENT OF PAKISTAN
PAKISTAN METEOROLOGICAL DEPARTMENT
HEADQUARTERS OFFICE, SECTOR H-8/2
ISLAMABAD**

No.Bgt-1(1)/III/2024-25/

Dated, April, 2025

MEMORANDUM

Subject:- **SURRENDER OF ANTICIPATED SAVING**

Please find enclose herewith proforma A & B regarding statement of saving / surrender for the current financial year 2024-25, which are required to be filled by the concerned controlling officer. The following points may please be kept in mind while preparing the statement.

- The actual expenditure upto 31st March, 2025 shall be equal to the reconciled figures of the stated month.
- The amount of anticipated expenditure under various heads for the remaining part of the financial year should be calculated according to the actual requirement plus liabilities/arrears.
- The base line for calculating anticipated expenditure for remaining three (3) months (April-June, 2025) under ERE shall be the actual expenditure for the month of March, 2025 and pending liabilities/arrears of Pay & Allowances.
- While anticipated expenditure under the heads of other than ERE, it shall be ensured that the anticipated amount is kept as per actual requirements and pending liabilities. Saving, if any, shall be surrendered, in other case, a certificate shall be provided that allocated funds will be utilized and funds will not be lapsed.

2. Please undertake the exercise for surrender of savings on immediate basis and statement of Saving/Surrender, on the prescribed proforma may be sent to this office by 30-04-2025 positively through email at dcaobt@gmail.com as well as hard copy to headquarters office, Islamabad. The forms shall be downloaded from PMD's website under circular tab and exercise shall be made on the downloaded forms.


(MUDASSAR IQBAL)
Administrative Officer

Distribution:-

▪ **Controlling Officers**

FFD, Lahore/ Camp Office, Karachi/IMG, Karachi/CDPC, Karachi
RMCs, Lahore/ Karachi/Peshawar/Gilgit/Quetta

✓ **Drawing & Disbursing Officer**, PMD Hqs Office, Islamabad.

• **Web master**, PMD Hqs office Islamabad.

GOVERNMENT OF PAKISTAN
PAKISTAN METEOROLOGICAL DEPARTMENT

STATEMENT SHOWING THE BUDGET ALLOCATION ACTUAL / ANTICIPATED EXPENDITURE FOR THE YEAR
2024-2025 SAVING / EXCESS ETC

HEADS- PARTICULARS	BUDGET ALLOCATION 2024-25	RE-APPROPRIATION UPTO DATE		FINAL BUDGET 2024-25	ACTUAL EXPENDITURE 01-07-2024 to 31-03-2025	ANTICIPATED EXPENDITURE 01-04-2025 to 30-06-2025	TOTAL EXPENDITURE COL (6+7)	SAVING (-) EXCESS (+) COL (8-5)	JUSTIFICATION OF EXCESS / SAVING (IF ANY)
		(-)	(+)						
1	2	3	4	5	6	7	8	9	10

It is certified that the allocated budget, anticipated for remaining three (03) months, shall be utilized during current financial year, 2024-25 and no funds are left in balance on closure of the current financial year 2024-25.

Prepared by _____ **Drawing & Disbursing Officer** _____ **Controlling Officer** _____

Actual expenditure on pay and allowance should include on the basis of disbursement of pay for June paid in June.

PROFORMA-B

GOVERNMENT OF PAKISTAN
PAKISTAN METEOROLOGICAL DEPARTMENT
STATEMENT SHOWING THE COMPLETE DETAILS AND JUSTIFICATION FOR THE AMOUNT OF ANTICIPATED
EXPENDITURE SHOWING IN COLUMNS NO.7 OF PROFORMA-A

<u>STATEMENT SHOWING THE EXPENDITURE</u>					
<u>EXPENDITURE SHOWING IN COLUMNS</u>					
Function-Cum-Object Classification	Proposed Expenditure for month i.e. 01-04-2025 to 30-06-2025	Anticipated for 03 month i.e. 01-04-2025 to 30-06-2025	Item-wise breakup of the amount showing in Col.2	Full justification on the basis of working separately for item wise anticipated expenditure as shown in Col. No.3	A certificate of confirmation to the effect that expenditure indicated in Col.3 will be incurred by 30 th June 2025 and booked in the accounts for 2024-2025.
1	2	3	4	5	

**DRAWING & DISBURSHING
OFFICER**

**CONTROLLING
OFFICER**