

**Advance Account Activities for the Budget Estimate - Year  
2024**

**Public Officers Advance Account activities**

Name of the Ministry / Department / District Secretariat:

Advance "B" Account No.:

No. of Permanent Employees as at 30.06.2023		xxx		
No. of contract & Casual Employees as at 30.06.2023		xxx		
Total No of Employees	<b>A</b>	<u>xxx</u>		
<b><u>Festival &amp; special Advance</u></b>				
Festival & special Advance per Employee (10,000+4,000)			14,000	
Total Allocation Required for festival & Special Advance ( <b>A x 14,000</b> )	<b>B</b>		<b>xxxxxx</b>	
<b><u>Distress Loan</u></b>				
No. of Employees in Senior/ Tertiary/Secondary Level	<b>C</b>		xxxx	
Distress Loan per Employee in Sen./Ter./Sec. Level			250,000	
Total Allocation required for distress loan for the Employees in Sen./Ter./ Sec. Level ( <b>C x 250,000</b> )	<b>D</b>		<b>xxxxxx</b>	
Total <b>Basic salary</b> for the employees in Primary level per month	<b>E</b>		xxxx	
Total allocation required for the employees in primary Level ( <b>E x 10</b> )	<b>F</b>		<b>xxxxxx</b>	
Total Allocation Required ( <b>B+D+F</b> )				xxxxxxx
Existing debit Balance in Advance "B" A/C as at 30.06.2023				(xxxxxxx)
Remaining Provision available in advance "B" A/C as at 30.06.2023				(xxxxxxx)
The balance amount required to pay the loans and advances	<b>G</b>			<u>xxxxxxx</u>
				<b><u>Recommended Figures</u></b>
<b>Required Maximum Expenditure Limit for the Year 2024</b>	<b>G</b>		<b>xxxxxxx</b>	<b>xxxx</b>
Total Receipt for the period 01.01.2023 – 30.06.2023			xxxx	
Average receipt per month			xx	
Expected receipt for the year 2023			xxxx	
<b>Required Minimum Limit for Receipts for 2024</b>				<b>xxxx</b>
Balance in Advance "B" A/c as at 01.01.2023			xxxxx	
Expected total expenditure for the year 2023			xxxx	
Expected total receipts for the Year 2023			(xxxxxxx)	
Expected Balance as at 31.12.2023			xxxxxxx	
Required total expenditure for 2024			xxxxxxx	
Required total receipts for 2024			(xxxxxxx)	
<b>Required Maximum Limit for Debit Balance for 2024</b>			<b>xxxxxxx</b>	<b>xxxxxxx</b>

Date: .....

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Signature  
Head of the Department