

**BUDGET  
MOST IMMEDIATE**



**FINANCE (BG-I) DEPARTMENT  
SECRETARIAT,  
CHENNAI 600 009.**

**Letter No.36643/Fin (BG.I) / 2021-1, Dated 21.09.2021**

From  
Thiru S. Arunraj, I.A.S.,  
Deputy Secretary to Government (Budget).

To  
All Departments of Secretariat.  
All Heads of Department.

Sir / Madam,

Sub: **BUDGET 2022-2023** – Preparation of Budget Estimates for the year 2022-2023 – Meeting with Financial Controller / Financial Advisers & Chief Accounts Officers / Chief Accounts Officers through virtual – Regarding.

Ref: G.O.Ms.No.203, Finance [BG.I] Department,  
dated 15.09.2021.

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In the reference cited, comprehensive guidelines for preparation of Revised Estimates for the year 2021-2022 and Budget Estimates for the year 2022-2023 have been issued. These instructions are elaborate and will help the Heads of Department / Estimating Officers in the Budget preparation exercise.

2. Due to the Covid-19 Pandemic situation and the restrictions in gathering, this year conducting the personal level Pre-Budget Meeting is not feasible. However it is very essential to clarify the queries about the Budget preparation and explain the entire process of the budget cycle 2022-23 in the IFHRMS module as well.

3. Hence, It is decided to conduct the Pre-Budget meeting through Virtual meet Viz Web-ex Meet. **Accordingly, the virtual meeting through Web-ex meet, will be held on 23 September 2021 at 11.00 AM. The functions and guidelines for using Laptops / Desktops / Mobiles are annexed.**

4. I am to request you to depute the officer in charge of budgeting to participate the above said virtual meeting at your office. It will be helpful in understanding the budgeting procedures in preparation of Budget proposals accurately in IFHRMS. The details of the functioning process of this virtual meeting are annexed to this letter.

5. I am also to request you to send your e-mail ID to [finbg1@tn.gov.in](mailto:finbg1@tn.gov.in) for the above meeting, so as to provide link for the meeting.

Yours faithfully,

for Deputy Secretary to Government(Budget)

SP  
41914

21/09/2021

## Annexure

### Functions and Guidelines for using Laptop and Desktop: -

- i. The Webex meeting shall be open through Laptop / Desktop with facilities Web cam, Mic and speaker
- ii. The Webex meeting link will be shared through email which is obtained from the HoD concerned. (click on the link)
- iii. Pop up is displayed on the browser after clicking the link (open cisco Webex meeting)
- iv. Click on Open cisco meeting or Join from your browser.
- v. Click on Join meeting.
- vi. There will be two option on muting video and audio.
- vii. Kindly turn on the Video and turn off the Audio ( to avoid external noise)
- viii. If any clarification, unmute the audio and ask your doubts. After clarifying the doubts, kindly mute the audio. Pleasure ensure that chores is avoided and queries are asked one by one.

### Functions and Guidelines for using Mobile Phone: -

The Webex meeting will also be available on Mobile Phone. Kindly follow the following steps:

- i. Install the Cisco Webex Meetings app
- ii. Click on the link shared through email which is obtained from the HoD concerned (click on the link) by using Internet.
- iii. There will be two option on muting video and audio.
- iv. Kindly turn on the Video and turn off the Audio ( to avoid external noise)
- v. If any clarification, unmute the audio and ask your doubts. After clarifying the doubts, kindly mute the audio.

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*H. Shrinidhi Jey*  
**SECTION OFFICER**  
*21/05/2024*