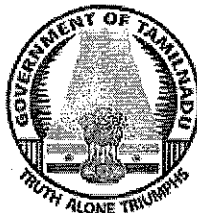


**BUDGET
MOST IMMEDIATE**



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

Letter No.28561/Fin (BG.I) / 2023-1, Dated 17.08.2023

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

To
All Departments of Secretariat.
All Heads of Department.

Sir / Madam,

Sub: **BUDGET 2024-2025** – Preparation of Budget Estimates for the year 2024-2025 – Meeting with Financial Controller / Financial Advisers & Chief Accounts Officers / Chief Accounts Officers through virtual – Regarding.

Ref: G.O.Ms.No.262, Finance [BG.I] Department,
dated 16.08.2023.

In the reference cited, comprehensive guidelines for preparation of Revised Estimates for the year 2023-2024 and Budget Estimates for the year 2024-2025 have been issued. These instructions are elaborate and will help the Heads of Department / Estimating Officers in the Budget preparation exercise.

2. To explain the entire Budget Cycle process for 2024-2025 in IFHRMS module and clarify the queries in budget preparation, it is now proposed to conduct the Pre-Budget meeting through Virtual meet Viz Web-ex Meet. **The virtual meeting through Web-ex meet, will be held on 21st August 2023 at 12.30 P.M. The functions and guidelines for using Laptops / Desktops / Mobiles are annexed.**

3. I am to request you to depute the officer in charge of budgeting to participate in 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.

4. I am also to request you to send the following details to this department through mail (finbg1@tn.gov.in) in the excel format, so as to provide link for the above said meeting.

Demand No.	HoD code	Name of Department	Name of Officers in-charge of Budget	Designation	Contact Number	Official Mail ID

Yours faithfully,

G. Jayalakshmi
17/08/2023

for Deputy Secretary to Government(Budget)

8/12/23

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. Please 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.

//True Copy//

SECTION OFFICER

G. Sanyal
17/08/2023
S. Sanyal
17/08/23