BUDGET
MOST IMMEDIATE

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

Letter No.26123/Fin (BG.I) / 2020, Dated 25.08.2020

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 2021-2022** – Preparation of Budget Estimates for the year 2021-2022 – Meeting with Financial Controller / Financial Advisers & Chief Accounts Officers / Chief Accounts Officers through virtual – Regarding.
>
> Ref: G.O.Ms.No.320, Finance [BG.I] Department, dated 14.08.2020.

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In the reference cited, comprehensive guidelines for preparation of Revised Estimates for the year 2020-2021 and Budget Estimates for the year 2021-2022 have been issued. These instructions are elaborate and will help the Heads of Department / Estimating Officers in the Budget preparation exercise.

2. Due to Covid-19 Pandemic, this year, not in a position to conduct the Pre-Budget Meeting in the Meeting Hall / Conference Hall. However it is very essential to clarify the queries about the Budget preparation and explain the entire process of the budget cycle 2021-22 in the IFHRMS module as well.

3. Hence, It is decided to conduct the Pre-Budget meeting through Virtual meet viz., Webex Meet. Necessary Official Email ID has already been called for from the HoD concerned to conduct the virtual meeting in this regard. **Accordingly, the virtual meeting through Webex meet, will be held on 28th August 2020 at 11.00 AM.**

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 able to fully understand the budgeting procedures and help them in preparation of Budget proposals accurately in IFHRMS. The details of the functioning process of this virtual meeting are annexed to this letter.

Yours faithfully,
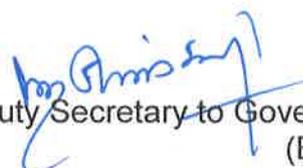
for Deputy Secretary to Government
(Budget)

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.

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

Move to: INBOX ▾ [Move]

Subject: Budget Preparation Meeting
From: "jairup.dutta@wipro.com" <jairup.dutta@wipro.com>
Date: Tue, August 25, 2020 6:09 pm
To: "finbg1@tn.gov.in" <finbg1@tn.gov.in>
Priority: Normal

View Full Header | View Printable Version | Download this as a file | View Message Details

Options: Block Sender
Block Sender's Domain | View as HTML

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Hello How Are You


-- Do not delete or change any of the following text. --


Employee

   *   Join scheduled meeting
https://wiprocon.webex.com/wiprocon/j.php?MTID=m639c3f6f364d5e1a4f3e6be19fe3ad98
   |    1719379464   |   Meeting password: JBpWHM6Sj63

   *   Join from a video conferencing system or application
Dial 123 from any internal Video systems (Jabber, DX, MX, SX, Any VCON Device)
and enter meeting ID   |   1719379464
If you are the host, you should enter your host PIN in your video conferencing
system or application to start the meeting. You would have configured the host
PIN during initial set of Webex.

   *   Join using Microsoft Lync or Microsoft Skype for Business
Dial 1231719379464@video.wipro.com<sip:1231719379464@video.wipro.com> from
Internal Skype.


   External Participants
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