

Government of India
Ministry of Communications
Department of Posts
PA Wing, Budget Division
New Delhi-110 001

File No. 32-1/2024/GB/BGT (PA) VoL2)

Dated: 21.02.2025

To

**All Heads of Circles
All Heads of PAOs**

Subject: Formation of gender Budget Cell at Circles and PAO -reg.

1. The Gender Budget Cell of the department during its meeting dated 09.12.2024 has decided to form Gender Budget Cells at Circles (CGBC). In this regard I am directed to request all concerned to form CGBCs as outlined in the attached document.
2. Information regarding the formulation of the CGBC may please be intimated to Budget Division of DoP HQ by 07.03.2025

This issues with the approval of the competent authority.



**(Aji Mathew)
Accounts Officer (Budget)**

Copy to for information

PS to DDG (B&A)
Director (Budget)

Formation of Circle Gender Budget Cell (CGBC)

Gender Budget Statement was first introduced in India during the Budget of 2005-06. On the basis of the information furnished by the Ministries/ Departments, the Gender Budget Statement is prepared. This Statement indicates, in three parts, the budget provisions for schemes that are substantially meant for the benefit of women. Part A details schemes in which 100% provision is for women, Part B reflects schemes where the allocations for women constitute at least 30% of the provisions. And part C lists schemes with up to 30% budget allocation for women.

The foundation of Gender Budgeting arises from the recognition of the fact that the national budget impacts various sections of the society differently, through the pattern of resource allocation and priority accorded to competing sectors. Gender Budgeting in its simplest connotation is 'Gender Analysis' of the budget aimed at examining the budgetary allocation through a gender lens. The purpose of gender budgeting is to monitor expenditure and public service delivery from a gender perspective, as a means of mainstreaming women's concerns in all activities and improving their access to public resources. This statement has received an impetus with growing awareness of gender sensitivities.

To plan and implements gender budget related activities in the department, a Gender Budget Cell (GBC) is in function at DoP HQ. AS &FA is the chairman of the cell with senior officers of the department being its members. During the review meeting dated 09.12.2024, the Cell has decided to form Gender Budget Cell at Circles; this document outlines the modalities for the formation of the Circle Gender Budget Cell (CGBC)

1. General Outline

The Circle Gender Budget Cell (CGBC) will be established to ensure the implementation of gender-responsive budgeting at the Circle level. The objective of the committee is to identify and address gender-specific needs, promote gender equality, and allocate adequate resources for women-centric initiatives within the Circle. It will operate in coordination with the Gender Budget Cell (GBC) of the Department, serving as the implementing agency for the plans approved by the GBC.

2. Constitution

A. CGBC at Circle Office

The Cell will be headed by Head of the Circle with Regional PMsG, and other senior officers of the circle being its members. The Cell may co-opt any additional members as deemed fit. The Cell is to choose a secretary during its first meeting. Secretary of the Cell will be responsible for maintaining all records related to its functioning.

B. CGBC at PAO

The Cell to be headed by head of the PAO with all Group-A officers of the PAO being its members. The Cell may co-opt any additional members as deemed fit. The Cell is to choose a secretary during its first meeting. Secretary of the Cell will be responsible for maintaining all records related to its functioning.

3. Responsibilities

The primary responsibility of the CGBC is to implement projects and initiatives that have been approved by the Departmental Gender Budget Cell. The Cell must ensure proper utilization of allocated resources for these approved plans. Additionally, the CGBC is empowered to formulate and implement Circle-specific plans that benefit women employees of the Department and women and children in general. The Cell should utilize the available Circle budget for gender-responsive activities and initiatives.

4. Meeting Schedule

The CGBC should meet at least bi-annually. The first meeting to be held at the beginning of each financial year, where the action plans for the year should be finalised.

5. Expenditure Apportionment

The CGBC is responsible for identifying and evaluating Circle-level expenditures that benefit women employees. This includes expenditure on construction and maintenance of women's toilets, procurement of IT equipment for women employees, women-specific training programs, awareness classes and workshops. The Cell must ensure proper apportionment and documentation of all such expenditures for reporting purposes.

6. Reporting Requirements

In a financial year, the Cell must submit two reports to Budget Division DoP HQ. The annual report providing a comprehensive account of activities and achievements made during the year. Further the Cell should also provide information in Annexure 13 during BE/RE preparation reflecting gender-specific allocations and expenditures.

7. Time Line for formulation: 28 Feb 2025

8. All initiatives undertaken by the CGBC must be implemented in accordance with departmental guidelines and within allocated budgetary provisions. The Cell must ensure regular monitoring and documentation of progress for effective implementation and reporting purposes.

9. The CGBC may start functioning from **April 2025 onwards**.