

PANJAB UNIVERSITY CHANDIGARH

No. 5450/PC

Dated 26/12/2014

To

All the Chairpersons/
Coordinators of All Centres/
Heads of the Departments/Branches
Directors of Regional Centres/
Panjab University, Chandigarh.

(To be circulated by the Director Computer Centre through
Official e-mails of the addressees)

Dear Sir/Madam.

In order to rationalize the non developmental expenditure in compliance with the principals of fiscal prudence and economy as conveyed by the Government of India from time to time, all the departments, Institutions, Centres and other offices of the University are requested to follow the following economy measures:

1. A uniform cut of 10% be observed on the Non-Plan expenditure of the University except on salaries, retirement benefits, scholarships, stipends and other committed expenditure.
2. The travel cost should be reduced by using the facility of video conferencing and by travelling through economy class only.
3. In order to maintain a balance pace of expenditure and to avoid rush of expenditure in the last month of the financial year, the Non-Plan expenditure should not exceed 33% of the total budget provisions of the year in last quarter with further stipulation that during the month of March the expenditure should be limited to 15% of the budget estimate.

AR-I

AR-II, III

AR-IV

4. Austerity measures be exercised while planning & organising conferences, workshops, seminars etc. so as to economise the expenditure on such events by atleast 20% especially on hospitality/ food and Conference kits. Departments may also consider to charge a reasonable registration fee from the participants.
5. There will be total ban on creation and Upgradation of posts from lower grade to higher grade. Moreover, the positions which have remained vacant for more than a year, shall not be revived except under very rare and unavoidable circumstances with the approval of the competent body duly justifying the necessity.
6. Use of electricity and telephone facility be economised by reducing its consumption by atleast 10%.
7. The benefit of LTC shall not be allowed in the current financial year except in cases where LTC Travel has already been sanctioned by the competent authority.
8. Ban on purchase of new vehicles including staff cars, except under condemnation cases, has been advised by the Government.
9. No fresh proposals involving financial implications shall be entertained which were not earlier included in the budget approved by the competent bodies

Yours sincerely,


Registrar

Forwarded to Director, Computer Centre to circulate the above instructions to all the Chairpersons, Directors, Co-ordinators and Head of the Offices through the official e-mail for information and taking necessary action.