

PANJAB UNIVERSITY, CHANDIGARH

From

The Finance & Development Officer  
Panjab University  
Chandigarh-160 014

To

The Chairperson/Co-ordinator/Head,  
Deptt./Office/Branch of  
Panjab University, Chandigarh

No. 16832 - 17081 /A

Dated : 29.10.2015

Dear Sir/ Madam,

I am desired by the Vice-Chancellor to request you to send your extremely urgent, wholly unavoidable and only very minimal New & Additional Demands, indicating the financial liabilities involved, along-with the detailed justification, for inclusion in the Budget Estimates for the year 2016-2017 to the undersigned **but not later than 15.11.2015** so that the same may be considered by the authorities on merit.

It is clarified that out of Non-Plan budget, the expenditure of Revenue nature i.e. Running, Operation and Maintenance of the Institute can be incurred. The Government does not provide funds out of Non-Plan Budget for Capital/Developmental expenditure leading to creation of capital assets. Therefore, the departments are requested that the requirements may be bifurcated into two heads i.e.

- (i) Expenditure of revenue nature/general expenditure.
- (ii) Capital/developmental expenditure. The requirements under capital/developmental expenditure would be considered on receipt/sanction of Development/Capital grant.

It is also clarified that the provision under Non-Plan budget for ensuing financial year shall depend upon the pace of utilization of expenditure by the concerned Department in current financial year.

It is further informed that the Sub-Committee of Ministry of Human Resource Development has already highlighted the excess ratio of Non-Teaching Staff to Teaching staff and issued directions to bring down the ratio at par with the UGC norms, hence **no proposal for sanction of new additional non-teaching posts shall be considered.** Moreover, as per the recommendations of Board of Finance, two separate Manpower Auditing Committees have been constituted. Therefore, no proposal for creation of New posts would be considered until the report of Manpower Auditing Committee is approved by the competent bodies.

This may please be treated as **MOST – URGENT.**

Yours faithfully,

Sd/-

(CA Vikram Nayyar)  
Finance & Development Officer