

PANJAB UNIVERSITY, CHANDIGARH
OFFICE OF THE FINANCE & DEVELOPMENT OFFICER

No. 3194-3393/FDO
Dated: 10/8/16

The Budget Estimate Committee in its meeting dated 7th July, 2016 while considering the Revised Estimate of 2016-17, decided that a standardized format needs to be devised on which the departments of the University shall make a proposal for seeking additional budget provisions.

In pursuance of above, the following format has been devised which stands approved by the Registrar and D.U.I.:

Proforma for seeking additional budget

1. Brief background and details of the proposal.
2. Necessity of the proposed work. How will it be beneficial to the students?
3. Financial implication of the proposal i.e., Capital (Non-recurring) cost and recurring cost.
4. How the department is managing its affairs without the proposed facility/work.
5. How the proposed work/facility would enhance the efficiency/performance of the department.
6. Can it be recouped in the shape of fee/charge etc.
7. Whether the department has explored the alternate source of funding i.e. Grants from Government Bodies (etc.).
 - (a). If yes, what was their response?
 - (b). If No, why?

All the Chairpersons/Heads of the teaching departments/Coordinators of all Centres/Directors of Regional Centres are requested that any proposal for seeking additional budget provision must be submitted on the above standardized format only.


Finance & Development Officer

Issued to:

1. P.A. to Vice-Chancellor for kind information of the Vice-Chancellor
2. Director, Research Promotion Cell
3. Director Computer Centre with a request to circulate the above to all the Chairpersons/Heads of the Departments of teaching departments/Coordinators of all Centres/Directors of Regional Centre
4. P.A. to D.U.I.
5. P.A. to A.S.V.C.
6. P.A. to Registrar
7. P.A. to C.O.E.