

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. 4789-4988/FOO

Dated : 11/8/17

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 2018 to the Assistant Registrar (Budget) duly signed by the Head of Department, on or before 31.08.2017 so that the same may be considered by the authorities on merit.

It is clarified that out of the Revenue account the expenditure on salaries, running operation and maintenance of the Institute can be incurred. The capital expenditures are to be met either out of earmarked funds or from the capital grants, if any. Therefore, the departments are requested that the requirements may be bifurcated into two heads as follows:

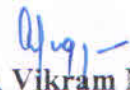
- (i) Expenditure of revenue nature/general expenditure for which standard budget heads have already been allocated to each departments.
- (ii) Capital/developmental expenditure: The requirements under capital/developmental expenditure would be considered subject to availability of Development/Capital grant/funds.

The New & Additional Demands for the year 2018-19 may be put up with proper justification as per the prescribed proformas enclosed herewith, otherwise such demands shall not be considered. These performas are also available on P.U website www.accounts.puchd.ac.in/Notice Board.

It is also clarified that the provision under revenue 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 no proposal for creation of New posts would be considered.

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

Yours faithfully,


(CA Vikram Nayyar)
Finance & Development Officer

**PERFORMA FOR SEEKING ADDITIONAL PROVISIONS AGAINST ALREADY
SANCTIONED BUDGET HEADS**

Name of Department :				
Sr. No	Name of Budget Head	Existing provision 2017-2018	Additional provision required for 2018-2019	Justification
1	Office & General Expenses			
2	Books, Journal, Magazine, Newspaper, Subscriptions, Software/Spectrum Licenses etc.			
3	Running, Repair & Maintenance of equipment			
4	Field Work/Study Tours/ Educational Trips/Internship etc.			
5	Seminar/Symposia/Workshop/Special Lecture			
6	Electricity & Water Charges			
7	Purchase of Consumable, Chemicals & Glasswares/Testing			
8	Running, Repair, Insurance & Maintenance of Vehicles			

NOTE:

- 1 The projections under the head 'Salaries' shall be finalized by the budget section.
- 2 Add/Delete specific head(s) as per the allocation of individual department, if any.

**PROFORMA FOR SEEKING ADDITIONAL BUDGET PROVISION UNDER
A NEW HEAD OR FOR NON-RECURRING /CAPITAL EXPENDITURE**

- 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?