

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. 2419-2618 /FDO

Dated : 20-3-18

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, **to the Assistant Registrar (Budget) duly signed by the Head of Department, on or before 20.04.2018** for consideration by the Estimate Committee.

The departments are requested to submit the requirements into two heads as follows:

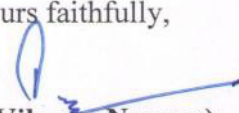
- (i) Expenditure of revenue nature under the recurring budget provisions for which standard budget heads have already been allocated to each departments as per **Annexure – I**.
- (ii) Capital/developmental expenditure or expenditure of Non-recurring nature as per **Annexure- II**, the requirements under capital/developmental expenditure would be considered subject to availability of Development/Capital grant/funds.

The above requirements must be submitted strictly as per the prescribed proformas enclosed herewith, otherwise such demands shall not be considered. These proformas 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/status of utilization of expenditure by the concerned Department in the 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 2018-19	Proposed		Justification if any increase has been proposed in RE 2018-19 or BE 2019-20
			Revised provision for 2018-19	Budget provision for 2019-20	
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 & Glassware				
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 specific allocation of individual department, if any.

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