

PANJAB UNIVERSITY, CHANDIGARH

From The Finance & Development Officer Panjab University Chandigarh - 160014	To The Chairperson/Co-ordinator/Head Deptt./ Office/ Branch of Panjab University, Chandigarh
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No. 2777-2976/FDO

Dated: 15/5/19

Dear Sir/ Madam,

This office is in the process of preparing Revised Estimates of 2019-20 and Budget Estimates of 2020-21. In the above context you are requested to send your extremely urgent, wholly unavoidable and only very minimal New & Additional Demands to be considered for Revised Estimates 2019-20 & Budget Estimate 2020-21, indicating the financial liabilities involved, along- with the detailed justification.

The departments are requested to submit the requirements duly recommended by Department academic/Administrative Committee 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 the capital/ developmental expenditure would be considered subject to availability of Developmental/ 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 PU website www.accounts.puchd.ac.in / **Notice Board**.

It is also clarified that the provision under the revenue budget for Revised Estimates 2019-20 and Budget Estimates of 2020-21 shall be reviewed on the basis of pace/ status of utilization of expenditure by the concerned Department in the last financial year (2018-19). It is further informed that no proposal for creation of new posts would be considered.

The above requirement may be submitted to **AR (Budget) on or before 23.05.2019** and no requirement shall be considered thereafter.

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

Yours faithfully,


(Vikram Nayyar)

Finance & Development Officer

(Annexure – I)

PERFORMA FOR SEEKING ADDITIONAL PROVISIONS AGAINST ALREADY
SANCTIONED BUDGET HEADS

Name of Department :					
Sr. No	Name of Budget Head	Existing provision 2019-20	Proposed		Justification if any increase has been proposed in RE 2019-20 or BE 2020-21
			Revised provision for 2019-20	Budget provision for 2020-21	
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.

(Annexure – II)

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) In case the Department seeks to purchase new items i.e., Furniture, Computers, Equipments etc. then the status of existing number of such items available with the Department shall also be given in the following format:

Sr.No	Description of items (illustrative)	Existing numbers of item available with Deptt. (Numbers)	Addition requirement (Numbers)	Justification for additional items
1.	Chairs			
2.	Tables			
3.	Fans			
4.	Computers			
5.	Printers			
6.	Equipments			

- 4) Financial implication of the proposal i.e., Capital (Non-recurring) cost and recurring cost.
- 5) How the department is managing its affairs without the proposed facility/work.
- 6) How the proposed work/facility would enhance the efficiency/ performance of the department.
- 7) Can it be recouped in the shape of fee/charge etc.
- 8) 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?