

PANJAB UNIVERSITY, CHANDIGARH

From	To
The Assistant Registrar (Budget) Panjab University Chandigarh - 160014	The Chairperson/Co-ordinator/Head Deptt./ Office/ Branch of Panjab University, Chandigarh

No. 3028-3227 /FDO I

Dated: 22-5-19

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.

Due to delay on part of Director, Computer Centre for forwarding the email regarding inviting the demands vide earlier circular No. 2777-2976/FDO dated 15.5.2019 to all Departments/ Centers whereby the initial date of receipt of demand was 23.5.2019, the date for sending the above requirements has now been extended up to 27.5.2019 (F.N.). The demands could also be submitted by routine dak and to streamline the process due to paucity of time, the same could be handed to the dealing officials namely Mr. Sandeep Bhutani, Sr. Assistant/ Ms. Tarunpreet, Clerk.

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

Yours faithfully,

Sanjiv
Assistant Registrar (Budget)