

Panjab University, Chandigarh

From

**The Assistant Registrar (Budget)
Panjab University
Chandigarh – 160 014.**

To

- 1. All the Chairperson/Head of the Teaching/Non-Teaching Deptts./Branches/Offices, P.U.**
- 2. Director of Regional Centres**
- 3. Principals of all Constituent Colleges**

No.6687-6886/A

Dated : 23.09.2020

Dear Sir/Madam,

In the meeting of the Committee constituted by the Vice-Chancellor dated 13.08.2020 with regard to various types of expenditures being incurred in the University needs to be curtailed judiciously and austerity measures to be adopted in the light of resource crunch which come out of impact of COVID-19 the following decisions have been approved by the Vice-Chancellor:

- 1.** The budget provisions under the head "Leave Travel Concession/Home Town Concession" shall remain suspended for the financial year 2020-21.
- 2.** The budget provisions under the head Seminar and Field Work shall remain suspended for the financial year 2020-21.
- 3.** There shall be a general cut of 20% on the budget provisions of Office and Other General Administration Expenditure.
- 4.** The budget provision under the head 'Repair, Maintenance and Minor improvements (Civil, Electrical, Public Health etc.) shall be reduced by 10%.
- 5.** The budget provisions of the hostels (other than meant for salary) shall be reduced by 40%.
- 6.** Budget provisions meant for Sports activities shall be reduced by 40%.
- 7.** The overtime to employees shall be discouraged except in case of 'C' Class employees/Security Staff, the services of whom may be required for COVID-19 prevention activities.
- 8.** The University should follow the system of job and process outsourcing instead of manpower outsourcing.

This is for your information and further necessary action by all concerned.

Yours faithfully,


Assistant Registrar (Budget)