

**PANJAB UNIVERSITY, CHANDIGARH**  
**OFFICE OF THE FINANCE & DEVELOPMENT OFFICER**

To

1. Chairpersons of All the teaching departments  
Panjab University, Chandigarh.
2. Directors of P.U. Regional Centres
3. The Dean University Instruction
4. The Director (RDC)
5. Deputy Registrar (General), P.U.
6. Special Officer to Vice-Chancellor
7. P.A. to Registrar.
8. ACLA
9. Director, Computer Centre with a request to circulate the above circular through the official emails of the addressees as above.

No. 6895-6903/GP

Dated :- 06/01/23

Subject:- Modified guidelines regarding utilization of "Overhead charges" being received by the University from different funding agencies for the research project being under taken by the University Faculty.

Sir/Madam,

This is in partial modification to this office circular No. 939-1138/GP/A dated 9.3.2012 on the subject cited above regarding utilization of 'Overhead charge.'

It is to inform you that the Competent Authority on the recommendation of Board of Finance dated 14.10.2022 (item No. 10 ) duly approved by the Syndicate vide Para 2 dated 07.11.2022 (in anticipation of approval of the Senate) has approved as under:-

1. 35% of the overhead amount concerning the Sponsored Research Projects and Schemes shall be earmarked for utilization at the discretion of concerned Principal Investigators. The remaining 65% shall be transferred to the Development Fund for utilization towards the replacement of depreciated assets of concerned departments as well as for General Developmental needs of the University.
2. In order to ensure optimum utilization of the equipments in the departments and also to generate additional resources, the departments are allowed to offer the use of equipments to third parties on chargeable basis. The income from such usage shall be credited to the development fund account ( A/C No. 10444979664), against which the budget allocations shall be made to departments for replacement of the depreciated equipments. The rate of usages charges shall be determined on the basis of the recommendation of concerned department Technical Committee after taking note of the expenditure on consumable, services & maintenance charges, overheads cost, University margin etc. with the approval of the Vice-Chancellor. Proper log book of equipment shall be maintained. Among other relevant things it should reflect the usage by third parties and charges recovered for the same.

3. In case in any financial year, there is an excess of revenue over the expenditure before depreciation, such excess of revenue (to the extent of amount of depreciation charged in that particular financial year) shall be transferred to the development fund for utilization towards replacement of depreciated assets and general developmental needs of the University.

The above decision may kindly be brought to the notice of the all concerned.

Yours sincerely

*S. K. Rana*  
6.1.23  
Assistant Registrar (G&P)