

**PANJAB UNIVERSITY, CHANDIGARH**

From

The Finance & Development Officer  
Panjab University  
Chandigarh-160 014

To

The Chairperson / Co-ordinator/  
Head, Deptt./ Office / Branches/P.U.  
Regional Centers/Constituent Colleges  
Panjab University, Chandigarh

No. 2632-2831/FDO

Dated : 9-6-23

Dear Sir/ Madam,

This office is in the process of preparing Revised Estimates of 2023-24 and Budget Estimates 2024-25. In the above context you are requested to send your extremely urgent, wholly unavoidable and only very minimal New & Additional Demands duly recommended by Academic & Administrative Committee to be considered for Revised Estimates 2023-24 & Budget Estimates 2024-25, 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 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 [accounts.puchd.ac.in](http://accounts.puchd.ac.in) in then related link **Notice Board**.

It is also clarified that the provision under revenue budget for Revised Estimates 2023-24 and Budget Estimates 2024-25 shall be reviewed on the basis of pace/status of utilization of expenditure by the concerned Departments in the last financial year (2022-23). It is further informed that no proposal for creation of new posts would be considered. **If any Deptt./Office has already submitted a requirement for additional budget provision prior to the issue of this circular, then such Deptt./Office is advised to submit the request of additional budget provision in response to this circular afresh strictly on the prescribed formats. The previous requisitions, if any, will not be considered.**

The above requirement must be submitted to **A.R. (Budget) on or before 30-06-2023** and no requirement shall be considered thereafter.

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**

Sr. No	Name of Budget Head	Existing provision 2023-24	Proposed		Justification, if any increase has been proposed in RE 2023-24 or BE 2024-25
			Revised provision 2023-24	Budget provision 2024-25	
1.	Office & General expenses				
2.	Books, Journal, Magazine, Newspaper, Subscriptions, Software/Spectrum Licenses etc.				
3.	Running, Repair & Maintenance of equipment etc.				
4.	Field Work/Study Tours/ Educational Trips/Training/Internship etc.				
5.	Seminar/Symposia/Workshop/Special Lecture				
6.	Electricity & Water Charges				
7.	Lab Expenditure - Purchase of Consumables, Chemicals, Glassware's, Testing etc.				
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 actual budget allocation of concerned department.



**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, Equipment's etc. then the status of existing number of such items available with the Department shall also be given in the following format:

<b>Sr. No</b>	<b>Description of items (illustrative)</b>	<b>Existing numbers of item available with Department's (Numbers)</b>	<b>Addition requirement (Numbers)</b>	<b>Justification for additional items</b>
1.	Chairs			
2.	Tables			
3.	Fans			
4.	Computers			
5.	Printers			
6.	Equipment's			

- 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?