

PANJAB UNIVERSITY, CHANDIGARH

From

The Finance & Development Officer
Panjab University
Chandigarh-160 014

To

The Chairperson/Co-ordinator/Head,
Deptt./Office/Branch of
Panjab University, Chandigarh

No. 17193-392 /A

Dated : 26/10/2016

Dear Sir/ Madam,

I am desired by the Vice-Chancellor to request you to send your extremely urgent, wholly unavoidable and only very minimal New & Additional Demands, indicating the financial liabilities involved, along-with the detailed justification, for inclusion in the Budget Estimates for the year 2017-2018 to the undersigned **but not later than 18.11.2016** so that the same may be considered by the authorities on merit.

It is clarified that out of Non-Plan budget, the expenditure of Revenue nature i.e. Running, Operation and Maintenance of the Institute can be incurred. The Government does not provide funds out of Non-Plan Budget for Capital/Developmental expenditure leading to creation of capital assets. Therefore, the departments are requested that the requirements may be bifurcated into two heads i.e.


- (i) Expenditure of revenue nature/general expenditure.
- (ii) Capital/developmental expenditure. The requirements under capital/developmental expenditure would be considered subject to availability of Development/Capital grant/funds.
- (iii) New & Additional Demands for the year 2017-2018 may be put up with proper justification as per prescribed proforma enclosed herewith. This proforma is also available on P.U website "w.w.w.account.puchd. ac.in / Notice Board."

It is also clarified that the provision under Non-Plan budget for ensuing financial year shall depend upon the pace of utilization of expenditure by the concerned Department in current financial year.

It is further informed that on the recommendations of the Board of Finance, two separate Manpower Auditing Committees have been constituted. Thus, no proposal for creation of New posts would be considered until the report of Manpower Auditing Committee is approved by the competent bodies.

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

Yours faithfully,


(CA Vikram Nayyar)
Finance & Development Officer

PANJAB UNIVERSITY, CHANDIGARH
OFFICE OF THE FINANCE & DEVELOPMENT OFFICER

No. 3194-3393/FD0
Dated: 10/8/16

The Budget Estimate Committee in its meeting dated 7th July, 2016 while considering the Revised Estimate of 2016-17, decided that a standardized format needs to be devised on which the departments of the University shall make a proposal for seeking additional budget provisions.

In pursuance of above, the following format has been devised which stands approved by the Registrar and D.U.I.:

Proforma for seeking additional budget

1. Brief background and details of the proposal.
2. Necessity of the proposed work. How will it be beneficial to the students?
3. Financial implication of the proposal i.e., Capital (Non-recurring) cost and recurring cost.
4. How the department is managing its affairs without the proposed facility/work.
5. How the proposed work/facility would enhance the efficiency/performance of the department.
6. Can it be recouped in the shape of fee/charge etc.
7. Whether the department has explored the alternate source of funding i.e. Grants from Government Bodies (etc.).


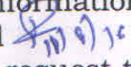
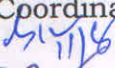

(a). If yes, what was their response?

(b). If No, why?

All the Chairpersons/Heads of the teaching departments/Coordinators of all Centres/Directors of Regional Centres are requested that any proposal for seeking additional budget provision must be submitted on the above standardized format only.


Finance & Development Officer

Issued to:

1. P.A. to Vice-Chancellor for kind information of the Vice-Chancellor 
2. Director, Research Promotion Cell 
3. Director Computer Centre with a request to circulate the above to all the Chairpersons/Heads of the Departments of teaching departments/Coordinators of all Centres/Directors of Regional Centre
4. P.A. to D.U.I. 
5. P.A. to A.S.V.C. 
6. P.A. to Registrar
7. P.A. to C.O.E.