

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. 3289-3488/FDO

Dated : 30/6/23

Dear Sir/ Madam,

This is in continuation of this office circular No. **2632-2831/FDO dated 09.06.2023** whereby you were requested to send your extremely urgent, wholly unavoidable and only very minimal New & Additional Demands to be considered for Revised Estimates 2023-24 & Budget Estimates 2024-25, indicating the financial liabilities involved, along-with the detailed justification to **A.R. (Budget) on or before 30.06.2023**.

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.

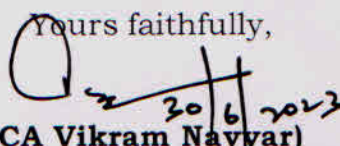
The above requirements must be submitted strictly as per the prescribed proformas enclosed herewith, otherwise such demands shall not be considered. These proformas are also available on P.U website <https://accounts.puchd.ac.in/show-noticeboard.php?nbid=1>.

The authority has decided to give a last & final notice for submission of New & Additional Demands latest by 17.07.2023 to be considered for Revised Estimates 2023-24 & Budget Estimates 2024-25.

You are therefore requested to submit the requirement to **A.R. (Budget) on or before 17.07.2023** and no requirement shall be considered thereafter.

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

Yours faithfully,


(CA Vikram Nayyar)

Finance & Development Officer

CC: SVC for kind information of the Vice-Chancellor.

**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 specific allocation of individual department, if any.

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:

| Sr. No | Description of items (illustrative) | Existing numbers of item available with Department's (Numbers) | Addition requirement (Numbers) | Justification for additional items |
|---------------|--|---|---------------------------------------|---|
| 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?