



**Urgent/Time Bound**

No.: Accounts/2023-24/179/

Dated: - 19<sup>th</sup> Jan, 2024

**Sub: - Budget Estimates 2024-2025**

The Budget Estimates for the financial year 2024-2025 is to be prepared for Finance Committee Meeting. All are therefore requested to send the head wise and course wise (Subject) requirement for the financial year 2024-25 with detailed justification to the Accounts Section up to 30.01.2024 of your section /department in below mention format :

Sr.no.	Head	Budget Amount
1	Machinery & Equipment	
2	Material & Supply	
3	Printing & Stationery	
4	Advertisement	
5	Library Books	
6	Glassware & Chemicals	
7	TA/DA & Honorarium	
8	Telephone & Internet Bills	
9	Seminar/Conference/Workshop Exp.	
10	Research & Development exp.	
11	Maintenance Work (if any)	
12	Misc Contingencies	
13	Computers/Laptops & Printers	
14	Other Exp (if any with specification)	

So that the proposed budget may be prepared well in time to put it in Finance Committee Meeting.

A copy of above is forwarded to the following :-

1.	All Deans
2.	All Chairpersons/Incharges
3.	All Head of Departments/Sections
4.	DR(Aff&Reg)  (i) To supply the list of students of aided and un-aided separately for each course sanctioned wise and semester wise i.e. B. Tech, M. Tech, MCA, MBA, M.Sc., B.Sc., BAJMC, MAJMC, BSW & MA Eng. etc. Separately. (ii) Affiliation & Reg. fee if any from affiliated colleges
5.	Asstt. Registrar (Purchase)  (i) He is requested to give his consolidated requirement of all the section/departments for 2024-2025 separately. (ii) Requirement of printing & stationery.
6.	Dy. Registrar (Estb) She is requested to supply the following information: (i) Requirement of budget for the section. (ii) Copy of abstract of sanctioned post, filled post (Deptt. & Name wise) for the year 2024-2025 (Grant-in-Aid & SFS separately) with sanction letter (iii) List of retirees during the year along with EL due to them for Leave Encashment and admissible period of Gratuity for making provision in the budget. (iv) List of increment of July 2024 & Jan 2025. (v) List of Sanctioned post of outsource employees with sanction letter Note: All documents/List should be signed with seal.
7.	Librarian (i) Requirement of budget for books/software Department wise mentioned GIA or SFS
8.	Workshop Superintendent (i) Purchase of Vehicles if any. (ii) Maintenance & Insurance of Vehicles.
9.	Other Cells & Departments Head/Incharge i.e. Scholarship, Proctor, CIL, ICC, Women Cell, Legal cell, Centre for Energy Studies

Note: The Department should also mention any income received in form of grant/fees and fine/registration/consultancy/affiliation income/RR/CR etc.

**CONTROLLER OF FINANCE**

Copy to:-

- PA to VC for kind information of Hon'ble Vice Chancellor.
- PA to Registrar for kind information of W/Registrar.
- System Analyst for uploading the notice on University Website