



Urgent/Time Bound

No.: Accounts/2023-24/179/

Dated: - 19th 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.	<p>DR(Aff&Reg)</p> <p>(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.</p> <p>(ii) Affiliation & Reg. fee if any from affiliated colleges</p>
5.	<p>Asstt. Registrar (Purchase)</p> <p>(i) He is requested to give his consolidated requirement of all the section/departments for 2024-2025 separately.</p> <p>(ii) Requirement of printing & stationery.</p>
6.	<p>Dy. Registrar (Estb)</p> <p>She is requested to supply the following information:</p> <p>(i) Requirement of budget for the section.</p> <p>(ii) Copy of abstract of sanctioned post, filled post (Dept. & Name wise) for the year 2024-2025 (Grant-in-Aid & SFS separately) with sanction letter</p> <p>(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.</p> <p>(iv) List of increment of July 2024 & Jan 2025.</p> <p>(v) List of Sanctioned post of outsource employees with sanction letter</p> <p><u>Note: All documents/List should be signed with seal.</u></p>
7.	<p>Librarian</p> <p>(i) Requirement of budget for books/software Department wise mentioned GIA or SFS</p>
8.	<p>Workshop Superintendent</p> <p>(i) Purchase of Vehicles if any.</p> <p>(ii) Maintenance & Insurance of Vehicles.</p>
9.	<p>Other Cells & Departments Head/Incharge i.e. Scholarship, Proctor, CIL, ICC, Women Cell, Legal cell, Centre for Energy Studies</p>

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

Arvind
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