



J.C. Bose University of Science & Technology, YMCA, Faridabad

(A Haryana State Government University)

(Established by Haryana State Legislative Act No. 21 of 2009 & Recognized by UGC Act 1956 u/s 22 to Confer Degrees)

Accredited 'A' Grade by NAAC



Urgent/Time Bound

No.: Accounts/2021/ 467

Dated:- 01, Mar 2021

Sub: - Budget Estimates 2021-2022

The Budget Estimates for the financial year 2020-2021 is to be prepared for Finance Committee Meeting. You are therefore requested to send the head wise requirement for the financial year 2020-21 with detailed justification duly approved by the Hon'ble Vice-Chancellor to the Accounts Section up to **05.03.2021** of your section /department so that the proposed budget may be prepared well in time to put it in Finance Committee Meeting.

Provision for Research Activities may also be included in your budget proposal separately under "**Research Head**".

1.	All Deans
2.	All Chairperson
3.	All Head of Departments/Sections
4.	Dean Academic/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. and B.Sc etc. Separately. (ii) Affiliation & Regn fee if any from affiliated colleges <i>kaushik 02/03/21</i>
5.	Dy. Registrar (Purchase) (i) He is requested to give his consolidated requirement of all the section/departments for 2021-2022 separately. (ii) Requirement of printing & stationery. <i>02/03/21</i>
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 (Dept. & Name wise) for the year 2021-2022 (Grant-in-Aid & SFS separately) with sanction letter <i>DR 02/03/2021</i>

	<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 2021 & Jan 2022.</p> <p>(v) List of Sanctioned post of outsource employees with sanction letter</p> <p>Note: All documents/List should be signed with seal.</p>
7.	<p>Librarian</p> <p>(i) Requirement of budget for books/software Dept wise ✓ <i>Babul</i> <i>27/3/2021</i></p>
8.	<p>Workshop Supdt</p> <p>(i) Purchase of Vehicles if any.</p> <p>(ii) Maintenance & Insurance of Vehicles.</p>

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

Cc:-

(i) PA to VC for kind information of Hon'ble VC. *02/3/2021*
 (ii) PA to Registrar for kind information of W/Registrar. *02/3/2021*
 (iii) System Analyst for uploading the notice on University Website