

GURU JAMBHESHWAR UNIVERSITY OF SCIENCE & TECHNOLOGY HISAR

No. A/Cs/2023/ 8128-8177

Dated 5-5-2023

To

All the Deans/Directors/Chairpersons/COE/Branch Officers,
GJUS &T,
Hisar.

Sub: Budget Estimates for the year 2023-24

Sir/Madam,

The Statutory Bodies of the University have approved the Budget Estimates 2023-24 and Revised Estimates 2022-23, in pursuance thereof, a statement containing budget allocation 2023-24 along with Revised Estimates 2022-23 for your Department/Office which has already been uploaded on the University website for ready reference. The estimates are available subject to the following conditions:

- (i) The Finance Committee, Executive Council, and the University Court have authorized the Vice-Chancellor to incur the expenditure within the provision made in the Budget Estimates 2023-24. The expenditure would be met out from the Grant-in-Aid sanctioned by the State Government and the availability of resources within the budget estimates. Accordingly, **a cut of 20% in Budgeted Scheme (Plan) and 30% in Self Financing Scheme including Distance Education** on all the provisions of budget heads is imposed except Salary, Medical Reimbursement, Audit Fee, Out-Sourcing Services/Wages, Payment to Security Agencies, Marriage Loan, Remittance, and Reserve for Unforeseen.
- (ii) The Chairpersons/In-Charges/Branch Officers shall plan the expenditure in such a way that this provision remains sufficient for the whole year so that re-appropriation of funds is not required. However, if it is absolutely necessary, the same may be proposed not before the second part of the year i.e. only after September 2023. The cases for re-appropriation of funds & revocation of cut with full justification will only be considered. **It is reiterated that the availability of funds should be invariably ensured before obtaining the approval of the competent authority and the budget head & amount available against it should be invariably mentioned in the proposal. Once a sanction has been obtained, the requisite amount should be kept reserved for that purpose, and no additional funds/re-appropriation be asked for that purpose. No case for restoration of cuts/additional funds will be entertained after 31st of January, 2024.**
- (iii) The expenditure incurred against the schemes funded by UGC and Other Funding Agencies shall be incurred only after the receipt of the grant along with permission from the quarter concerned and within the amount allocated/sanctioned for the purpose. To enable timely submission of the **Utilization Certificate** to concerned funding agencies, the expenditure incurred against these grants shall be given the first priority.
- (iv) The salary of the employees shall be continuously drawn from the Branch/Department where his/her post exists. Even though, the employee may actually be working in some other department/office due to exigency of office work/administrative requirement.

- (v) Each Department/Office will maintain the income & expenditure register at its own level and to get reconciled the figure of expenditure under various heads with the figures as recorded in the Accounts Branch by 7th of every month. **The quarterly statement of expenditure shall be submitted by all the Chairpersons/Heads of offices/Branch officers by the end of each quarter to the Budget Section of the Accounts Branch.**
- (vi) These allocations may not be construed as a sanction or not to be cited as an authority for incurring any expenditure or undertaking any liability beyond the financial powers of an Officer. **The sanction of the competent authority may, thus, be obtained invariably well in advance before incurring any expenditure.**
- (vii) In case of appointment of Contractual Faculty, it may be against the vacant post in a particular Department. If it is absolutely necessary and no vacant post is available, the payment may be made from the budget head 'TA/DA/Remuneration to Contractual Faculty' or 'Contingency' and within the budget provision. **No additional funds will be provided for payment of remuneration to Contractual Faculty for making payment.**
- (viii) All the Departments are requested to prepare a quarterly activity for the procurement plan to enable to the work-out requirement of funds in a particular quarter and all purchase cases are to be initiated strictly as per new purchase guidelines-2020 to avoid rush procurements in the quarter ending.
- (ix) Strict compliance of maintenance of '**Limit Register**' for exercise of the financial powers at the level of Department/Branch shall be ensured.
- (x) Economy measures notified by the State Government time to time and shall be circulated to all the Departments/Offices will continue to apply/enforce in the University also.
- (xi) The University Works Department should fix the priorities of ongoing construction works duly approved by the competent authority.
- (xii) The online procedure has already been implemented for booking of expenditure and all payments will be made centralized through RTGS in the beneficiary account from grant-in-aid/internal resources of the University.
- (xiii) The Financial power of Rs. 10000/- and Rs. 5000/- vested with various Deans/Directors/Chairpersons/Deputy Registrar or equivalent and Rs. 3000/- vested with Assistant Registrar or equivalent as per previous year guidelines of the University.
- (xiv) All files of payment on the last day of the financial year be entered in the diary register before making payment so that the cheques may be issued on the same day in the same financial year.
- (xv) To avoid rush purchases, no new purchase will be initiated after 25th February of respective year and same will be matured well in time.

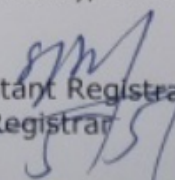
REGISTRAR

Endst. No. A/Cs/23/ 8128-8177

Dated 05/05/2023

Copy of the above is forwarded to the following for information and necessary action:

1. The Deputy Registrar (IAC), GJUS&T, Hisar.
2. Joint Director (Local Audit), GJUS&T, Hisar (with Budget Estimates 2023-24).
3. Secretary to VC (for kind information of the Vice-Chancellor), GJUS&T, Hisar.
4. Supdt. O/o Registrar (for kind information of the Registrar), GJUS&T, Hisar.


Assistant Registrar (Budget)
For Registrar

GURU JAMBMBHESHWAR UNIVERSITY OF SCIENCE & TECHNOLOGY
HISAR-125001 HARYANA (INDIA)



No. A/Cs/B-1/2023/ 8180-87
Dated 5/5/2023

To

The Head PDUCIC,
GJUS&T, Hisar.

Sub: Upload the Budget Estimates for the financial year 2023-2024.

Sir,

Please find attached PDF copy of Annual Budget Estimates for the financial year 2023-2024 as well as Revised Estimates for the financial year 2022-2023 along with Budget Guidelines issued vide letter No. A/Cs/2023/8128-8177 dated 05.05.2023 with the request to upload the same on the University website for information and necessary action by all the Departments/Offices of the University.

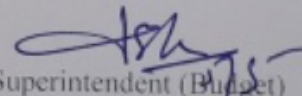
Assistant Registrar (Budget)

Endst. No. A/Cs/B-I/2023/ _____

Dated _____

Copy of the above is forwarded to the following for information and necessary action:

- (i) O.S.D. to Vice-Chancellor, GJUS&T, Hisar (for kind information of the Vice-Chancellor).
- (ii) Joint Director (Audit), GJUS&T, Hisar. A copy of Budget Estimates for the year 2023-2024 is enclosed.
- (iii) Deputy Registrar (IAC), GJUS&T, Hisar.
- (iv) Assistant Registrar (Salary), GJUS&T, Hisar.
- (v) Superintendent (O/o the Registrar), GJUS&T, Hisar for kind information of the Registrar.
- (vi) Sh. Darpan Saluja, Programmer, PDUCIC, GJUS&T, Hisar for updating the budget allocation in the software as per past practice.


Superintendent (Budget)
for Assistant Registrar (Budget)