



**GURU JAMBHESHWAR UNIVERSITY OF SCIENCE &  
TECHNOLOGY, HISAR**

**(Established by State Legislature Act 17 of 1995)**

**'A' GRADE' NAAC Accredited**

Ref.No./ACs/22/A-1/585-631

Dated:13.07.2022

To

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

**Sub: Budget Estimates for the year 2022-23.**

Sir/Madam,

All the Governing Bodies of the University have approved the Revised Estimates 2021-22 and Budget Estimates 2022-23, in pursuance thereof, a statement containing budget allocation 2022-23 along with Revised Estimates 2021-22 for your department/office 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-2022-23. 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 40% in Budgeted Scheme (Plan) and 40% 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, and Payment to Security Agencies, 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 2022. 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 31<sup>st</sup> of January, 2023.**
- (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 continually 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 (as per past practice).
- (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 7<sup>th</sup> of every month. **The quarterly statement of expenditure shall be submitted by**

- (v) **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/Guest 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/Guest Faculty' or 'Contingency' and within the budget provision. **No additional funds will be provided for payment of remuneration to Contractual/Guest Faculty for making payment of wages.**
- (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 the 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/enforces 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 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 Dean/Directors/Chairperson/controllers as per previous year guidelines of the University.
- (xiv) To avoid rush purchases, no new purchase will be initiated after 25<sup>th</sup> February of respective year and same will be matured well in time.

**REGISTRAR**

Endst. No. A/Cs/22/632-35

Dated 13.07.2022

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

1. Secretary to VC (for kind information of the Vice-Chancellor), GJUS&T, Hisar.
2. The Deputy Registrar (IAC), GJUS&T, Hisar.
3. Joint Director (Local Audit), GJUS&T, Hisar (with Budget Estimates 2022-23).
4. OSD to Registrar (for kind information of the Registrar), GJUS&T, Hisar.

  
Assistant Registrar (Budget)  
For Registrar