



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

No. A/Cs/19/ 1467-1498
Dated 5/4/19

To

All the Deans, Directors, Chairpersons,
Incharges, Heads of offices, Branch Officers, GJUS&T, Hisar.

Sub: Budget Estimates for the year 2019-20.

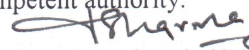
Sir/Madam,

The Governing Bodies of the University have approved the Revised Estimates 2018-19 and Budget Estimates 2019-20. In pursuance thereof, a statement containing budget allocation 2019-20 along with Revised Estimates 2018-19 for your department/office is given overleaf. The estimates are subject to the following conditions:

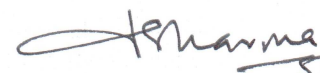
- (i) Keeping in view of the amount of grant-in-aid sanctioned by the Govt. to meet the expenditure provided in the budget estimates, the FC, EC and the Court of the University has authorized the Vice-Chancellor to incur the expenditure within the budget estimates keeping in view of the availability of resources. Accordingly a cut of 20% on all the provisions of budget heads is imposed except salary.
- (ii) The Chairpersons/Incharges/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 absolute necessary, the same may be proposed not before the third part of the year i.e. only between October, 2019 to December, 2019. The cases for re-appropriation of funds appropriate revocation of cut with full justification only will be considered. **It is re-iterated that the availability of funds should be invariably ensured before obtaining the approval of the competent authority and 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.**
- (iii) The expenditure against the schemes funded by UGC and other Funding Agencies be incurred only after the receipt of 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 the concerned funding agencies, the expenditure against these grants be given the first priority.
- (iv) The salary of the employees shall continue to be 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 an 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 the following month. The quarterly statement of expenditure be submitted by all the Chairpersons/Heads of offices/Branch officers by the end of each quarter to the Accounts Branch.
- (vi) These allocations may not be construed as sanction or not to be cited as an authority for incurring any expenditure or undertaking any liability beyond the financial powers of an officer. **Sanction of the competent authority may, thus, be obtained invariably in advance before incurring any expenditure.**
- (vii) **No additional liability be created in any case.**
- (viii) In case of appointment of Contractual/Guest Faculty, it may be against the vacant post in a particular department. If it is absolute necessary and no vacant post is available, the payment may be made from budget head 'TA/DA/Remuneration to Guest Faculty' within the budget allocation. **No additional funds will be provided for payment of remuneration to Guest Faculty/payment of wages to contractual staff.**
- (ix) The grant-in-aid is released by the Govt. on quarterly basis. Hence, in order to regulate the incoming and outgoing cash flow. All the departments are requested to prepare quarterly basis activity procurement plan to enable to work-out requirement of funds in a particular quarter and purchases are to be made accordingly to avoid rush procurements during last quarter.
- (x) Strict compliance of the maintenance of 'limit register' for exercise of the financial powers at Department/Branch level be ensured.
- (xi) Economy measures notified by the State Govt. from time to time and circulated to all the departments/offices will continue to apply in the University also.
- (xii) The Construction Branch should fix the priorities of construction works duly approved by the competent authority.

Endst. No. A/Cs/19/ 1498-1501

Dated 5/4/19


Superintendent (A/Cs) 5/4/19

- Copy of the above is forwarded to the following for information and necessary action:
- i. Secretary to Vice-Chancellor (for kind information of the Vice-Chancellor), GJUS&T, Hisar.
 - ii. Joint Director (Local Audit), GJUS&T, Hisar along with copy of Budget Estimates 2019-20.
 - iii. Assistant Registrar (IAC), GJUS&T, Hisar.
 - iv. P.A. to Registrar (for kind information of the Registrar), GJUS&T, Hisar.


Superintendent (A/Cs) 5/4/19
For Registrar