Dr. Y.S.R. HORTICULTURAL UNIVERSITY
ADMN.OFFICE: VENKATARAMANNGUDEM: WEST GODAVARI DISTRICT.

Circular Memo.No.779/Budget/2015-16 Dated:03-07-2015

Sub:- Dr.YSRHU- Budget Estimates for the year 2015-16- Pertaining to institutes situated in Andhra Pradesh - Communication - Certain instructions- Issued.

The proposals for the Budget Estimates 2015-16 pertaining to institutes situated in Andhra Pradesh approved by Vice-Chancellor, Dr. Y.S.R. Horticultural University.

The Budget Estimates for the financial year 2015-16 containing the details of Pay and Allowances, Contingencies, Common Expenditure are communicated to the Officers noted in the address entry.

The Associate Deans of Colleges/Principals of Polytechnics/Heads of Research Stations and Schemes shall incur the expenditure from the provisions made in the Budget Estimates for 2015-16, provided the following two conditions are satisfied.

- The expenditure must be sanctioned by an order of the authority competent to sanction such expenditure and
- Sufficient funds must have been provided for the expenditure in the Budget for the current financial year.

The above two conditions are independent. They must always ensure that both the conditions are satisfied before they incur any expenditure from the university funds.

At the same time, it must be noted that more provision will not permit to incur the expenditure without proper justification.

The Budget allotted under Non Plan shall be incurred in a proportionate manner by observing quarterly regulation except in the case of labour wages, telephone charges, electricity and water charges, cultivation expenses, vehicle tax, insurance. The Assistant Comptrollers should follow the quarterly regulation of expenditure while admitting the bills.

In respect of provisions made under Plan, Government of India, Other Agencies, Departmental Sponsored Schemes, KVKs the Associate Deans of Colleges, Programme Co-ordinators of KVKs, Principals of Polytechnics and Heads of Research Stations and Schemes etc., are requested to invariably obtain concurrence of the Comptroller before incurring expenditure.

The proposals for sanction of expenditure beyond the powers of Associate Deans/Principals/Heads of Research stations and schemes should be sent to the University duly enclosing the prescribed proformae (copy enclosed) after filling up the columns, in the absence of which the proposals will not be considered.

P.T.O.

All the Associate Deans of Colleges/Principals of Polytechnics/Heads of Research Stations and Schemes, Programme Coordinators of KVKs and all other Heads of offices etc., are requested to strictly follow the above instructions in operating the Budget for the year 2015-16 and keep the expenditure within the amount allocated for the purpose by observing utmost economy without detriment to the objectives for which provisions have been made in the Budget Estimates.

All the Estimating Officers are requested to note that, sufficient provisions have been made under all the Head of Accounts after taking into consideration the proposals submitted by them in consultation with the Deans, Directors etc. Hence, it may be noted that proposals for provision of any additional funds under any head of account will not be entertained during the financial year 2015-16 under any circumstances. They are also informed that they should not come up with proposals for re-appropriation of funds from one sub-head to another simply because of availability of savings, particularly from out of the savings available under the sub-heads "Labour wages, Vehicles tax, Insurance and Recurring Contingencies to Non-recurring contingencies and vice-versa". It may also be noted that any proposals or re-appropriation will be examined thoroughly and will be attracted by Audit for excess estimation by the Estimating Officer and he will be held responsible for such higher estimation in Budget Estimates 2015-16.

All the Associate Deans of Colleges/Principals of Polytechnics/Heads of Research Stations and Schemes, Programme Coordinators of KVKs and all other Heads of Offices etc., are requested to strictly adhere to the instructions detailed above.

The Budget Estimates for 2015-16 is available in University website: www.drysrhu.edu.in.

Dr. J. DILIP BABU
COMPTROLLER

To
All the Associate Deans of Colleges of Horticulture
All the Principals of Polytechnics
All the Heads of Research Stations/Schemes
All the Programme coordinators of KVKs
CC to: P.S to Vice-Chancellor, Dr. YSRHU
PA to All University Officers, Dr.YSRHU
Copy to: the Joint Registrar / The Deputy Registrar / The Deputy Comptroller
Copy to: All the Assistant Comptrollers / The Assistant Registrars
Copy to: All the sections Superintendents concerned in the Admn. Office, Dr.YSRHU
Copy to SF/SC

//F.B.O//

Assistant Comptroller (Budget & Grants)