

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

Circular Memo.No.8197/Budget/2014-15

Dated:22-12-2014

Sub:- Dr.YSRHU- Budget Estimates for the year 2014-15- Pertaining to institutes situated in Telangana – Communication - Certain instructions- Issued.

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The proposals for the Budget Estimates 2014-15 pertaining to institutes situated in Telangana is approved by Vice-Chancellor, Dr. Y.S.R. Horticultural University.

The Budget Estimates for the financial year 2014-15 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 2014-15, 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 mere 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 KVK's, 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 through proper channel duly enclosing the prescribed proformae (copy enclosed) after filling up the columns, in the absence of which the proposals will not be considered.

All the Associate Deans of Colleges/Principals of Polytechnics/Heads of Research Stations and Schemes, programme coordinators of KVK's and all other Heads of offices etc., are requested to strictly follow the above instructions in operating the Budget for the year 2014-15 and keep the expenditure within the amount allocated for the purpose by observing the utmost economy without detriment to the objectives for which provisions have been made in the Budget Estimates.

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All the Estimating Officers are requested to note that, sufficient provisions have been made under all the Head of Accounts after taking into consideration of 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 will not be entertained during the financial year 2014-15 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 they will be held responsible for such higher estimation in Budget Estimates 2014-15.

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

The Budget Estimates for 2014-15 pertaining to institutes situated in Telangana State is available in the University website: www.drysrhu.edu.in.

Dr. D. SRIHARI
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 KVK's

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

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Assistant Comptroller (Budget & Grants)

PROFORMA FOR SANCTION OF EXPENDITURE BY THE UNIVERSITY

- 1. Name of the College /
Research Station/Scheme** :
- 2. Designation of the Head of Office** :
- 3. Description of the item/expenditure
Proposed for sanction (in brief)** :
- 4. Financial year** :
- 5. If it is from ICAR/GOI/DSS/NAIP/Non-Plan etc.,** :
 - a) Was the item approved by ICAR/
GOI/DSS/NAIP**
 - b) If so, amount allotted to that item** :
- 6. Head of account to which the
Expenditure is to be debited** :
 - a. Major Head**
 - b. Sub-Head**
 - c. Minor Head**
- 7. Budget provision for the Year 2014-15** : Rs.
- 8. Expenditure incurred so far
(Specify the date)** : Rs.
- 9. Balance available (7-8)** : Rs.
- 10. Amount now proposed for sanction** : Rs.
- 11. Justification for sanction of expenditure
(in brief)** : Rs.

**SIGNATURE AND DESIGNATION
OF THE HEAD OF OFFICE**