



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

(Established by State Legislature Act 17 of 1995)

'A' GRADE' NAAC Accredited

Ref.No./ACs/20/A1/By email / 2414-2454

Dated:15-09-2020

To

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

Sub: Budget Estimates for the year 2020-21.

Sir/Madam,

The Governing Bodies of the University have approved the Revised Estimates 2019-20 and Budget Estimates 2020-21. In pursuance thereof, a statement containing budget allocation 2020-21 along with Revised Estimates 2019-20 for your department/office is given overleaf. The estimates are subject to the following conditions:

- (i) The Finance Committee, Executive Council and the University Court has authorized the Vice-Chancellor to incur the expenditure within provision made in the Budget Estimates-2020-21. The expenditure would be met out from the Grant-in-Aid sanctioned by the State Government and availability of resources within the budget estimates. Accordingly, a cut of 50% on all the provisions of budget heads is imposed, except salary as roughly six month has already elapsed. No expenditure will be made on account of capital expenditure.
- (ii) The Grant-in-Aid is released by the Govt. on monthly basis. Hence, in order to regulate the incoming and outgoing flow of cash, all Departments are intimated that there will be no capital expenditure available in the budget for the year 2020-21 due to Covid-19 pandemic. The capital grant will be used only for IT equipments for online teaching/learning, some ongoing projects and essential needs of the newly established teaching departments.
- (iii) 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 absolute necessary, the same may be proposed not before the second part of the year i.e. only after September, 2020. The cases for re-appropriation of funds & 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.**
- (iv) The expenditure incur against the schemes funded by UGC and Other Funding Agencies shall 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 concerned funding agencies, the expenditure incur against these grants be given the first priority.
- (v) The salary of the employees shall be continued 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).

- (vi) 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 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 Accounts Branch.**
- (vii) 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. **The sanction of the competent authority may, thus, be obtained invariably well in advance before incurring any expenditure.**
- (viii) **No additional liability created in any case.**
- (ix) 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 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.**
- (x) All the Departments are requested to prepare quarterly activity for procurement plan to enable to work-out requirement of funds in a particular quarter and all purchases are to be made accordingly to avoid rush procurements during last quarter.
- (xi) Strict compliance of the maintenance of '**Limit Register**' for exercise of the financial powers at the level Department/Branch shall be ensured.
- (xii) 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.
- (xiii) The Construction Wing should fix the priorities of ongoing construction works duly approved by the competent authority **and no new projects shall be initiated except those already approved or continuing.**
- (xiv) The restriction on the budget already approved by the Executive Council and Court of the University in its meeting held on 01-05-2020 are valid for six months i.e. upto 30-09-2020.
- (xv) The payment will be centralized through one account of Haryana Govt. Grant. The online procedure is to be started for booking of expenditure.

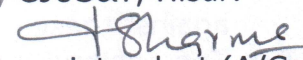
REGISTRAR

Dated 15/09/2020

Endst. No. A/Cs/20/ 2414-2454

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 (alongwith copy of Budget Estimates 2020-21).
- (iii) Assistant Registrar (IAC), GJUS&T, Hisar.
- (iv) OSD to Registrar (for kind information of the Registrar), GJUS&T, Hisar.


Superintendent (A/Cs) 5/9/2020
For Registrar