



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

No. A/Cs/24/\_\_\_\_\_  
Dated \_\_\_\_\_

To

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

Sub: Budget Estimates for the year 2024-25.

Sir/Madam,

The Statutory Bodies of the University have approved the Budget Estimates 2024-25 and Revised Estimates 2023-24. In pursuance thereof, a statement containing budget allocation 2024-25 along with Revised Estimates 2023-24 for your department/office has already been uploaded on the University website for ready reference. The estimates are 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 2024-25. The expenditure would be met out from the Grant-in-aid sanctioned by the State Govt. and the availability of resources within the Budget Estimates. Accordingly a cut of 20% on Budgeted Scheme (Plan) and Self Financing Scheme including Distance Education on all the provisions of budget heads is imposed except salary, medical re-imburement, Audit Fee, HKRNL/Outsourcing/Wages, Marriage Loan, Remittances 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 absolute necessary, the same may be proposed not before the second part of the year i.e. only after September, 2024. 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. No case for revocation of cut/Re-appropriation of funds will be entertained after 31<sup>st</sup> January, 2025.**
- (iii) The expenditure 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 the concerned funding agencies, the expenditure against these grants be given the first priority.
- (iv) The salary of the employees shall be continuously 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.

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- (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 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 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) **No additional liability shall 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' or 'Contingency' and within the budget provision. **No additional funds will be provided for payment of remuneration to Contractual/Guest Faculty/wages to contractual staff.**
- (ix) The grant-in-aid is released by the Govt. on quarter basis. Hence, in order to regulate the incoming and outgoing flow of cash, all the departments are requested to prepare quarterly activity procurement plan to enable to work-out requirement of funds in a particular quarter and all purchase cases are to be initiated strictly as per new purchase guidelines to avoid rush procurements in the quarter ending.
- (x) Strict compliance of the maintenance of 'Limit Register' for exercise of the financial powers at the level of Department/Branch shall 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/enforce in the University also.
- (xii) The University Works Department should fix the priorities of on-going construction works duly approved by the Building Committee as well as the competent authority.
- (xiii) The online procedure has already 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.
- (xiv) To avoid rush purchases, no new purchase will be initiated after 25<sup>th</sup> February of respective year.
- (xv) All the Chairpersons/Branch Officers should get the bills pertaining to last quarter audited well in time i.e. latest by 15<sup>th</sup> March, 2025 to avoid rush in Local/Internal Audit.

  
Deputy Registrar (A/Cs)

for Registrar

Dated 15.04.2024

Endst. No. A/Cs/24/2260-65

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

- (i) O.S.D. to Vice-Chancellor (for kind information of the Vice-Chancellor), GJUS&T, Hisar.
- (ii) Director, PDUIC, GJUST Hisar to upload the guidelines and B.E.2024-25 on Univ. website.
- (iii) Joint Director (Local Audit), GJUS&T, Hisar along with copy of Budget Estimates 2024-25.
- (iv) Assistant Registrar (IAC), GJUS&T, Hisar.
- (v) P.A. to Registrar (for kind information of the Registrar), GJUS&T, Hisar.

  
Deputy Registrar (A/Cs) 15/4/24