



No.: F(A)1-Co-ordination/Cir/ 90

Date : 06 May, 2019

The Directors of the Institutes/ Deans of the Faculties,
Heads of the Departments/Offices/Sections of MMV/
Principals of Schools/Admin. Warden of Hostels
BHU, Varanasi.

Sub : Budget Estimates (B.E.) for the Financial Year-2019-20 reg.

Sir / Madam,

Enclosed please find the Budget Estimates (Object Head 31 Non Salary items) for the Financial Year-2019-20. The said Budget estimates for an amount of Rs. 125 crores (Rs. One Hundred Twenty Five Crores only) has been prepared based on the amounts to be received from the University Grants Commission under object head 31 non salary items, Grants to IMS, BHU and internal receipts of the University. These Budget estimates are applicable with 10% mandatory cut. However, fund provided under budget sub-heads Cost of Energy Purchase, Sir Sunderlal Hospital, Trauma Center and Controller of Examinations are exempted from the 10% mandatory cut.

All Directors of the Institutes, Deans of the Faculties, Heads of the Departments/offices are requested to monitor the balanced pace of expenditure throughout the year. The Ministry of Finance, Gol on several occasions issued instruction to curb the rush of expenditure in the last quarter of the Financial year particularly in the month of March and in any case not more than one third (33%) of the Budget Estimates shall be spent in the last quarter of the Financial year. In case Institutes/Departments/Offices fail to spend the 67% amount placed at their disposal during the first three quarter of the financial year (i.e upto 31st December, 2019) then allocated fund of these Institutes/departments/offices shall be diverted to other units having urgent need.

It shall be the duties and responsibilities of all Drawing & Disbursing Officers (DDOs) concerned in respect of funds placed at his/her disposal to ensure :

- 1) that the expenditure does not exceed the budget allocation.
- 2) that the expenditure is incurred for the purpose for which funds have been provided.
- 3) that the expenditure is incurred in public interest.
- 4) that a demand for goods/execution of works should not be divided into small quantities to make piece meal purchases/execution of works to avoid the necessity of obtaining the sanction of Competent authority.
- 5) Annual Procurement plan should be prepared at the beginning of the Financial Year. However, in case of emergency only when the requirement is urgent but was not covered in the Annual Procurement Plan, direct procurement without calling quotations within the limit of Rs. 25000/- should be resorted to maximum 20% of the budgeted grant.



