

DOCTOR HARISINGH GOUR VISHWAVIDYALAYA, SAGAR (M.P.)

(A Central University)

No. :- Fin. & Acct./2016/

Dt.: 15/06/2016

Letter No.: 26

To,

Head ,Deptt. of Chemistry
Dr. Hari Singh Gour Vishwavidyalaya,
SAGAR (M.P.)

Sub:- Allocation of budget for F.Y. 2016-17 under Non-Plan (Non-Salary) Head.

Sir,

Budget for 2016-17 under the following Heads are hereby allocated to meet out the daily needs and smooth functioning of the department.

S.No.	Head of the Accounts	Budget Allotment 2016-17
1-	Printing & Stationary	100000
2-	Contingency	150000
3	Chemicals & Glasswares	1500000
4	Meeting Expenses	5000
5	Repair of Equipment	250000
6	Invited Lecturer	25000
	Total	2030000

- 1- Imprest advance sanctioned shall be adjusted out of above said heads.
- 2- The Budget received from the department other than above mentioned heads will be decided separately.
- 3- Purchase under rule 145 and 146 of GFR should also follow the procedure of market survey/ quotations with the precaution that the supplier of the good & services should have the registered supplier of the goods / service under VAT/ Service Tax Department. Frequent supply by the same supplier and the practice to obtain three quotations from the same owner with different name should be avoided to serve the basic purpose of the rule 145 and 146.
- 4 A rubber stamp for the certificate required under rule No.145 for small purchases may be used to reduce the number of certificates.
- 5 The format already circulated for certificate under rule No. 145 & 146 should strictly to be adhered to the Notification regarding Rule No. 145 & 146 should also be followed.
- 6 Only one file for above heads should be generated so that all the information related to Budget /Expenditure can be shown at the time of each transaction.
- 7 All the expenditure proposals from Teaching & Non-Teaching departments other than above mentioned heads will be approved by Competent Authority from Central Pool.
- 8 The actual position of expenditure will be reviewed in the month of December.
- 9 The Proposal from the department other than above mentioned heads will be forwarded to Engineering/store & Purchase /Research & Development Department as per the nature of the demand.

Registrar

Dr. Hari Singh Gour Vishwa Vidyalaya
SAGAR

Finance Officer

Dr. Hari Singh Gour Vishwa Vidyalaya
SAGAR