



No.MANUU/B&A/Recurring (Non Salary) Allocation/2023-24/893

15th June 2023

NOTIFICATION

Sub:- MANUU – B&A – Budget Allocation 2023-24 Non Salary (Maintenance Grant).
Ref:- Approval of the Vice Chancellor dated 14-06--2023.

The competent authority has approved budget allocation for the year 2023-24 towards Non-Salary item of the Recurring (Maintenance) Grant in respect of various Departments/Schools/Centres/Colleges/Sections and the same has been emailed to the office concerned. The budget allocation is subject to availability of funds.

While incurring the expenditure, every Department/School/Centre/College/Section shall ensure the following:

- Expenditure shall be incurred only towards budget head for which allocation is made. Claims without budget allocation shall not be admitted.
- The expenditure per quarter be restricted to 25% of the budget allocated.
- Stricit compliance with the provisions of GFRs 2017 and other relevant rules and guidelines of Government of India shall be ensured while incurring the expenditure
- UGC Guidelines shall be strictly followed while incurring expenditure towards Seminars and Travel Grant.
- Austerity measures shall be observed while incurring expenditure.
- Budget & Accounts Office may, with the approval of the competent authority, re-appropriate budget allocation made to a particular department keeping in view the overall expenditure of the university.
- Budget Controlling Authority may propose modification/re-appropriation of the budget allocation to B&A Section if required.
- Budget Control Register shall, necessarily be maintained to monitor the expenditure vis-à-vis budget allocation. The same shall be produced to competent authority as and when called for verification.
- Deans/Directors/Heads of Departments/Sections may exercise the delegation of financial powers and forward bills directly to Finance & Accounts for speedy process. However, the recoupment of Imprest shall be routed through Administration Section.
- Budgetary details shall, invariably be recorded in the Direct Bills while putting up for a claim. Bills without budgetary details and bills exceeding the budget allocation will be returned.
- The budget allocation is subject to revision in accordance with the actual grants received from UGC.

Finance Officer

To:
All concerned