



OFFICE OF THE REGISTRAR

Kakatiya University, Warangal - 506 009

No. 57/C1/Accts/KU/2019-2020/CBN

Date: 09-05-2019

ORDERS

Sub: Kakatiya University, Warangal – Approved Budget Estimates for 2019-2020 – Placing the provisions for utilization of the allocated budget at the disposal of the Drawing Officers – Instructions to follow economy measures scrupulously while incurring expenditure and to maintain D.C.B. on quarterly basis by augmenting the receipts – Orders – Issued.

The Budget Estimates for the financial year 2019-20 were approved by the Executive Council at its meeting held on 19/03/2019 and also by the Academic Senate at its meeting held on 29th March 2019 as presented to it by the University in eight parts, viz., (i) Non - Plan (Revenue A/c) Budget, (ii) Development Fund (Plan A/c) Budget, (iii) Earmarked (Special Fund A/c) Budget, (iv) Debt, Deposit & Advances Budget, (v) Self-Supporting Programmes Budget, (vi) Distance Education (SDLCE) Budget, (vii) Resource Mobilization Budget, & (viii) Investments (Deposits A/c) Budget.

In pursuance of the resolutions passed by the Finance Committee and the Executive Council, *duly approved by the Academic Senate*, the Vice-Chancellor has accorded administrative sanction for placing the allocated budget provisions at the disposal of the respective Drawing & Disbursing Officers in the University for proper and optimum utilization of the relevant budget provision(s) during the current year 2019-2020.

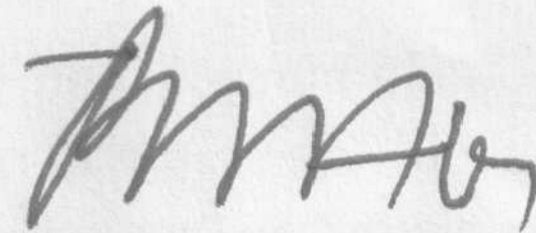
The Drawing Officers are requested to utilize their respective budget provision(s) in a phased manner (on quarterly basis) with tight planning to the extent of 70% of the allocated budget as per the instructions of the State Government and on account of the deficit budgeting. Further, strict economy measures shall be observed while incurring the expenditure and receipts of the University shall be augmented by maintaining Demand-Collection-Balance Register. It may further be noted that the estimated financial resources, including Grants-in-Aid from the State Government, may or may not be realized to the extent of 100%, and hence, no additional funds in excess of “70% of the respective allocated budget” will be sanctioned/released unless specific prior approval is obtained from competent authority, i.e., Vice-Chancellor/Finance Committee.

The Drawing Officers are requested to follow the usual procedure(s) set for the purpose(s) while utilizing budgeted funds; and to take prior approval of the authorities/committees/officers concerned before making purchase(s) of material, equipment, etc. In no case, diversion of funds will be allowed without prior permission of the Vice-Chancellor and/or the competent authorities, viz., the Finance Committee and the Executive Council.

Contd..2

The Drawing Officers shall see that the Heads of Account and Code Number(s) are clearly mentioned on the Bills/Claims to be presented. All The Drawing Officers shall prepare the Annual Accounts (2018-2019) well in advance (i.e., by 30th September 2019 and submit them to the Finance Officer verification and approval to enable the University administration to submit to the authorities concerned for consolidation of the entire Accounts of the University.

On the other hand, the Audit Officer (Pre-Audit), KU, shall maintain the up-to-date records of "Progressive Expenditure" of each provision of the Budget Estimates for 2019-2020 and admit the bills in proportion to the 70% of allocated budget in each quarter of the current financial year 2019-2020. The bills that are submitted without mentioning the Heads of Account, along with Budget Code Numbers, shall not be admitted. Further, the Deputy/Asst. Registrar (Accounts), KU, shall maintain the registers of "Demand-Collection-Balance" pertaining to all kinds of receipts/incomes of the entire University and take necessary action for realisation of the dues from each revenue centre and the same shall be submitted to the appropriate authorities (viz., Vice-Chancellor, Finance Committee & Executive Council) by the end of each Quarter during the current financial year.



**REGISTRAR & SECRETARY
EXECUTIVE COUNCIL**

All the Drawing & Disbursing Officers, K.U., Warangal.

Copy to:-

1. The Finance Officer, KU.
2. The Deputy Registrar (Administration/Academic), KU.
3. The Deputy/Asst. Registrar (Pre-Audit/Accounts), KU.
4. All other Administrative/Controlling Officers, KU.
5. The Secretary to Vice-Chancellor, KU.
6. The PA to Registrar, KU
7. The SF.