OFFICE OF THE REGISTRAR
Kakatiya University, Warangal - 506009

No. 353 /C1/KU/2019-2020/CBE Date:02 /12/2019

To
All the Principal/Heads of the Departments
Drawing/Controlling Officers, etc.,
Kakatiya University
Warangal.

Sub: BUDGET–Annual Accounts of 2018-19, Revised Estimates for the current year 2019-20 and Budget Estimates for the ensuing financial year 2020-2021 – Called for – Reg.

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Sir,

I am desired by the authority to request you to submit the Annual Accounts, viz., Receipts & Payment Accounts Income & Expenditure Account (Regular & Self-finance courses separately) and the Statement of Assets & Liabilities (as on 31-01-2019), pertaining to the preceding financial year, i.e., 2018-19 (***accurately***) and to furnish the Revised Estimates for the current financial year 2019-2020 (***based on working of the current year Budget***), and the Budget Estimates for the ensuing financial year 2020-2021 (***as realistic as possible***).

While preparing the Revised Estimates for 2019-2020 and Budget Estimates for 2020-2021, the following points may be kept in view.

(PART-I):

1. In view of the need to observe strict economy in expenditure, all the Drawing Officers are requested to make a thorough review of the budget proposals and to furnish the following information with explanatory note on all items to justify the proposed estimates under each sub-head of account, in addition to the number statements:
   a) The objectives of the scheme or work of the Department/Centre/Establishment;
   b) Relevance of the programme to cover all objectives in the present context;
   c) The quantum of the work done by the Department/Centre/Establishment, the physical targets achieved under the scheme during 2018-2019, the physical targets proposed to be achieved during 2019-2020 and next year 2020-2021.
   d) The justification for various categories of posts, including contractual/daily-wage appointments, and number of posts in each category as existing in the Scheme/Dept.;
   e) The consequences of its non-funding from the KU Fund A/c.

2. The proposed estimates of income and expenditure should be based on the existing rates.

3. All the Estimating Officers (Controlling/Drawing Officers) are requested to review the existing non-plan schemes very critically so that those schemes which do not serve any tangible purpose substantially are dropped or phased out or reduced and surplus staff available there under be reported to the Administration Branch immediately.

4. Provisions for the posts sanctioned either during VII/VIII/IX/X/XI Plan but not merged with the normal budget should be shown separately. In the footnotes the reference of Orders through which the posts are sanctioned should be given.

5. Provisions for missing items (posts or contingent items) if any in the current year's budget should be included in the Revised Estimates/Budget Estimates with a footnote.

6. The provisions under the concerned detailed heads, i.e., standard objects of expenditure such as Dearness Allowance, House Rent Allowances, Encashment of Earned Leave, Annual Grade increments, etc., shall be included, and care should be taken to include the H.R.A. commitment of those teachers/employees who are residing in the University Quarters.

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7. The estimates for contingent expenditure shown under "***Office Expenses***" and "***Other Expenses***" should be prepared with reference to the instructions laid down in paragraph 16.16 of the T.S. Budget Manual. Details of the items of expenditure included, detailed reasons together with figures should be furnished along with the actual for the past three years in respect of each item. Proper attention must be paid while estimating water and electricity charges, which should take into account pending arrear bills, the increase in tariff rate, etc., and provision for the amounts that will become payable in the year. Wherever arrears are included, detailed reasons together with figures should be furnished in the explanatory note.

8. Additional provisions/posts, if any, sanctioned for this year only should not be included in the estimates. However, they may be shown separately by giving reference of sanction orders.

9. Provisions/posts sanctioned on permanent basis should be shown in the estimates by giving reference of sanction orders and temporary posts should be shown separately.

10. Allocation/Re-allocation permitted on reappropriation basis for this year only need not be shown in estimates.

11. Proposals for reallocation on budget provisions or any proposals for creation of new provisions or posts should be prepared separately as "New items/Proposals" of expenditure for the years 2019-2020 & 2020-2021

Attention of the Estimating Officers is invited to the following special points while sending the Revised Estimates for 2019-2020 and the Budget Estimates for 2020-2021, in addition to the above instructions:-

1) ***Date of submission of Estimates***: All the estimates should be submitted to the Finance Officer not later than **21.12.2019.**
2) ***Number Statements***: The following particulars should be furnished in the Number Statements and salaries if not already done.
   i) Permanent and temporary establishment (both teaching and non-teaching) should be shown separately for each category, *as decided in the Implementation Committee meeting of the Department concerned.*
   ii) Copies of the Government sanctions in respect of all temporary establishments may also be enclosed to the number statements and their references indicated in the statement where the particulars of staff are given.
   iii) In the Number Statements the details of vacant posts and the period they are likely to be vacant should be indicated. If the posts are likely to be vacant for more than 6 months, no provision has to be made in the budget for these vacant posts.
   iv) Furnish the details of contract/daily-wage appointments (teaching and non-teaching) category-wise made against regular vacancies in a separate proforma.
3) The Controlling/Drawing Officers are requested to send their proposals promptly particularly in respect of recoveries of all types of fees and mess charges, if any due, from the students.

You are requested to submit the details of Fixed Deposits available at your office, and also request you to furnish the latest bank scrolls of various accounts maintained at your end. (Compulsory and Urgent).

Therefore, you are requested to look into the matter personally and arrange to send the Annual Accounts of 2018-2019, the Revised Estimates for the current year 2019-2020 and Budget Estimates for the ensuing financial year 2020-2021, on or before the last date.

An early action in this matter is highly appreciated.

Yours faithfully,

REGISTRAR

Copy to:

1. The Finance Officer, KU
2. The Secretary to Vice-Chancellor, K.U.
3. The P.A. to Registrar, K.U.
4. The S.F.