## राजस्थान केन्द्रीय विश्वविद्यालय



### Central University of Rajasthan

No.: CURAJ/F0/19-20/F-1/05

Date: 03.04.2019

### **CIRCULAR**

The competent authority has approved the tentative allocation for the current financial year (2019-20) under the Budget Heads as per following details. Fund clearance for all these budget heads will be made by concerned controlling authority.

S. No.	Nature of Budget head	Budget Head	Amount in lakhs	Controlling Authority	Remarks
1.	Laboratory Expenses	31 (ACD) (1)	90.00	Concerned Department	As per last year Deptt. budget allotted
2.	Laboratory Expenses (for Gases)	31 (ACD) (1)	11.00	Central Store	
3.		31 (ACD) (2)	1.00	Central Budget (F&A)	
4.	Expenses on Seminars/Workshops (Travel & Reg. etc. exp.)	31 (ACD) (3)	8.00	Dean (Academic)	
5.	Expenses on Seminars/Workshops (Org exp)	31 (ACD) (4)	5.00	Dean (Academic)	
6.	Payment to Visiting Faculty	31 (ACD) (5)	7.00	Establishment	
7.	Examination Expenses	31 (ACD) (6)	10.00	Controller of Examination	
8.	Admission Expenses	31 (ACD) (8)	3.00	Dean (Academic)	
9.	Convocation expenses	31 (ACD) (9)	20.00	Controller of Examination	
10.	Publications	31 (ACD) (10)	5.00	Central Budget (F&A)	
11.	Subscription Expenses	31 (ACD) (12)		Central Budget (F&A)	
	Departmental Contingency Exp.	31 (ACD) (13)		Concerned Department	As per last year Deptt. budget allotted
13.	Research Activities	31 (ACD) (14)		Concerned Department	As per last year Deptt. budget allotted
	Faculty Improvement programme	31 (ACD) (15)		Dean (Academic)	
15.	Excursion/Education Tour	31 (ACD) (16)	2.00	Dean (Academic)	
16.	Miscellaneous Expenses	31 (ACD) (17)	4.00	Central Budget (F&A)	
17.	Course Registration fees	31(ACD) (18)	9.00	Dean (Academic)	
18.	Central Budget	31 (ACD) (19)	5.00	Central Budget (F&A)	
	Electricity and Power	31 (ADM) (1)		Estate Section	
	Water Charges	31 (ADM) (2)		Estate Section	
21.		31 (ADM) (3)		Central Budget (F&A)	
	Rent, Rates and Taxes	31 (ADM) (4)		Central Budget (F&A)	
	Generator Running Expenses	31 (ADM) (5)		Estate Section	
	Security Expenses	31 (ADM) (6)		Proctor	
	Postage and Telegram	31 (ADM) (7)		Establishment	
	Telephone, Fax expenses	31 (ADM) (8)		Estate Section	
	Internet connection & ICT Charges	31 (ADM) (9)		ICT Cell	
	Subscriptions to Academic Institutions	31 (ADM) (10)		Dean (Academic)	<u> </u>
29.	Advisory, Statutory and other Committee Expenses	31 (ADM) (11)		Central Budget (F&A)	
30.	Advertisement and Publicity	31 (ADM) (12)	12.00	Public Relation Officer	
31.	Legal Expenses	31 (ADM) (13)	8.00	Establishment Section	
	Printing and Stationary	31 (ADM) (14)	9.00	Central Store	
33.	Travelling and Conveyance Exp.	31 (ADM) (15)	10.00	Central Budget (F&A)	
	Hospitality	31 (ADM) (16)		Central Budget (F&A)	
	Auditors Remuneration/Expenses	31 (ADM) (17)		Internal Audit Section	
	Professional Charges	31 (ADM) (18)		Central Budget (F&A)	
	Magazine & Journals, Newspapers, Periodicals, Membership & other library expenses	31 (ADM) (19)		Library	
	Departmental Meeting Expenses	31 (ADM) (20)		Concerned Department	Deptt. wise budget will be allotted
39.	Liveries and Uniform	31 (ADM) (21)		Establishment	
40	Photocopy Charges	31 (ADM) (22)	1.50	Central Store	

42. Medicine Expenses         31 (ADM) (24)         4.00 Health Centre           43. Hostel running & recurring expenses         31 (ADM) (25)         5.00 Chief Warden           44. Rajbhasha expenses         31 (ADM) (26)         1.50 Hindi Officer           45. National / Foundation Day and other National Important day/ activities         31 (ADM) (27)         6.00 Dean, Student Welfare           46. Printing of Annual/Audit Report         31 (ADM) (28)         5.00 Registrar           47. Contribution to VC Discretionary Fund etc.         31 (ADM) (30)         5.00 Contribution to VC Office           48. Other General Expenses         31 (ADM) (30)         5.00 Concerned Coordinator           50. Day Care Centre         31 (ADM) (31)         5.00 Concerned Coordinator           51. Community Development cell         31 (ADM) (32)         5.00 Concerned Coordinator           52. Innovation Cell         31 (ADM) (33)         3.00 Concerned Coordinator           53. Distinguished Lecture Series         31 (ADM) (35)         5.00 Dean (Academic)           54. Central Budget         31 (ADM) (36)         3.00 Central Budget (F&A)           55. Running expenses         31 (TPT) (1)         7.50 Transport Section           56. Repairs & Maintenance         31 (TPT) (2)         5.00 Transport Section           57. Insurance expenses         31 (TRT) (2)         10.00 Est	41.	Recruitment	31 (ADM) (23)		Recruitment Cell	
1.50   Hindi Officer	42.	Medicine Expenses	31 (ADM) (24)	4.00	Health Centre	
National   Foundation Day and other   National   Important day  activities   31 (ADM) (28)   5.00   Registrar	43.	Hostel running & recurring expenses	31 (ADM) (25)			
Astional Important day/ activities   31 (ADM) (28)   5.00   Registrar	44.	Rajbhasha expenses	31 (ADM) (26)	1.50	Hindi Officer	
46.   Printing of Annual/Audit Report   31 (ADM) (28)   5.00   Registrar		National /Foundation Day and other	31 (ADM) (27)	6.00	Dean, Student Welfare	
47.         Contribution to VC Discretionary Fund etc.         31 (ADM) (29)         5.00 VC office           48.         Other General Expenses         31 (ADM) (30)         5.00 Central Budget (F&A)           49.         Career and Counseling Cell         31 (ADM) (31)         5.00 Concerned Coordinator           50.         Day Care Centre         31 (ADM) (32)         5.00 Concerned Coordinator           51.         Community Development cell         31 (ADM) (34)         1.00 Concerned Coordinator           52.         Innovation Cell         31 (ADM) (35)         5.00 Dean (Academic)           53.         Distinguished Lecture Series         31 (ADM) (35)         5.00 Dean (Academic)           54.         Central Budget         31 (ADM) (36)         3.00 Central Budget (F&A)           55.         Running expenses         31 (TPT) (1)         7.50 Transport Section           56.         Repairs & Maintenance         31 (TPT) (2)         5.00 Transport Section           57.         Insurance expenses         31 (TPT) (3)         3.00 Transport Section           58.         Vehicle taken on Rent/lease/hiring exp 31 (R&M) (1)         50.00 Estate Section           60.         Furniture & Fixtures         31 (R&M) (2)         10.00 Estate Section           61.         Plant & Machinery         31 (R&M)	46.		31 (ADM) (28)	5.00	Registrar	
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So.   Day Care Centre   31 (ADM) (32)   5.00   Concerned Coordinator	48.	Other General Expenses	31 (ADM) (30)	5.00	Central Budget (F&A)	
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Section   Sect			31 (ADM) (32)			
53. Distinguished Lecture Series         31 (ADM) (35)         5.00 Dean (Academic)           54. Central Budget         31 (ADM) (36)         3.00 Central Budget (F&A)           55. Running expenses         31 (TPT) (1)         7.50 Transport Section           56. Repairs & Maintenance         31 (TPT) (2)         5.00 Transport Section           57. Insurance expenses         31 (TPT) (3)         3.00 Transport Section           58. Vehicle taken on Rent/lease/hiring exp         31 (R&M) (1)         50.00 Estate Section           59. Buildings         31 (R&M) (1)         50.00 Estate Section           60. Furniture & Fixtures         31 (R&M) (2)         10.00 Estate Section           61. Plant & Machinery         31 (R&M) (3)         10.00 Estate Section           62. Office Equipment         31 (R&M) (4)         5.00 Central Budget (F&A)           63. Computers & Software         31 (R&M) (5)         12.00 ICT Cell           64. Laboratory & Scientific Equipment         31 (R&M) (6)         10.00 Central Budget (F&A)           65. Audio Visual equipment         31 (R&M) (8)         100.00 Estate Section           66. Cleaning material & services         31 (R&M) (8)         100.00 Estate Section           67. Book Binding charges         31 (R&M) (1)         10.00 Estate Section           69. Electrical Maintenance         31 (	51.	Community Development cell	31 (ADM) (33)			
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57. Insurance expenses         31 (TPT) (3)         3.00 Transport Section           58. Vehicle taken on Rent/lease/hiring exp         31 (TPT) (4)         10.00 Transport Section           59. Buildings         31 (R&M) (1)         50.00 Estate Section           60. Furniture & Fixtures         31 (R&M) (2)         10.00 Estate Section           61. Plant & Machinery         31 (R&M) (3)         10.00 Estate Section           62. Office Equipment         31 (R&M) (4)         5.00 Central Budget (F&A)           63. Computers & Software         31 (R&M) (5)         12.00 ICT Cell           64. Laboratory & Scientific Equipment         31 (R&M) (6)         10.00 Central Budget (F&A)           65. Audio Visual equipment         31 (R&M) (7)         5.00 Estate Office           66. Cleaning material & services         31 (R&M) (8)         100.00 Estate Section           67. Book Binding charges         31 (R&M) (9)         2.00 Estate Section           68. Gardening         31 (R&M) (10)         60.00 Estate Section           69. Electrical Maintenance         31 (R&M) (11)         110.00 Estate Section           71. Others (Maintenance)         31 (R&M) (12)         7.00 Estate Section           72. Bank Charges & Others         31 (FIN) (1)         1.00 Finance & Accounts           73. (Ph.D Scheme)         31 (ACD) (7)			31 (TPT) (2)	5.00	Transport Section	
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60. Furniture & Fixtures  61. Plant & Machinery  62. Office Equipment  63. Computers & Software  64. Laboratory & Scientific Equipment  65. Audio Visual equipment  66. Cleaning material & services  67. Book Binding charges  68. Gardening  69. Electrical Maintenance  70. General Maintenance  71. Others (Maintenance)  72. Bank Charges & Others  73. (R&M) (2)  10.00 Estate Section  10.00 Central Budget (F&A)  10.00 Estate Office  10.00 Estate Office  10.00 Estate Section  11. Others (Maintenance)  12. Output Device Section  13. (R&M) (10)  14. Sports Expenses  14. (ACD) (11)  15. Output Device Section  15. Output Device Security  16. Clearing material & services  17. Others (Maintenance)  18. (R&M) (10)  19. (R&M) (10)  10. (Research)  10. (Central Budget (F&A)  10. (Centr	58.	Vehicle taken on Rent/lease/hiring exp	31 (TPT) (4)	10.00	Transport Section	
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62. Office Equipment  63. Computers & Software  64. Laboratory & Scientific Equipment  65. Audio Visual equipment  66. Cleaning material & services  67. Book Binding charges  68. Gardening  69. Electrical Maintenance  70. General Maintenance  71. Others (Maintenance)  72. Bank Charges & Others  73. (R&M) (11)  74. Sports Expenses  31 (R&D) (7)  31 (R&D) (7)  31 (R&D) (7)  31 (R&D) (7)  31 (R&M) (11)  31 (R&M) (12)  31 (R&M) (13)  31 (R&M) (13)  31 (R&M) (14)  31 (R&M) (15)  31 (R&M) (15)  31 (R&M) (16)  31 (R&M) (17)  31 (R&M) (18)  31 (R&M) (19)  31 (R&M) (19)  31 (R&M) (10)  31 (R&M			31 (R&M) (2)	10.00	Estate Section	
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63. Computers & Software       31 (R&M) (5)       12.00 ICT Cell         64. Laboratory & Scientific Equipment       31 (R&M) (6)       10.00 Central Budget (F&A)         65. Audio Visual equipment       31 (R&M) (7)       5.00 Estate Office         66. Cleaning material & services       31 (R&M) (8)       100.00 Estate Section         67. Book Binding charges       31 (R&M) (9)       2.00 Library for Rs. 1.50 and F& A for Rs. 0.50         68. Gardening       31 (R&M) (10)       60.00 Estate Section         69. Electrical Maintenance       31 (R&M) (11)       110.00 Estate Section         70. General Maintenance       31 (R&M) (12)       7.00 Estate Section         71. Others (Maintenance)       31 (R&M) (13)       5.00 Central Budget (F&A)         72. Bank Charges & Others       31 (FIN) (1)       1.00 Finance & Accounts         73. (Ph.D Scheme)       31 (ACD) (11)       75.00 Dean (Research)         74. Sports Expenses       31 (ACD) (7)       7.00 Chairman, Games & Sports			31 (R&M) (4)	5.00	Central Budget (F&A)	
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67. Book Binding charges  31 (R&M) (9)  2.00 Library for Rs. 1.50 and F& A for Rs. 0.50  68. Gardening  31 (R&M) (10)  60.00 Estate Section  70. General Maintenance  31 (R&M) (11)  110.00 Estate Section  71. Others (Maintenance)  31 (R&M) (12)  7.00 Estate Section  71. Others (Maintenance)  31 (R&M) (13)  5.00 Central Budget (F&A)  72. Bank Charges & Others  31 (FIN) (1)  1.00 Finance & Accounts  73. Cholarship to Non-NET/JRF scholars (Ph.D Scheme)  74. Sports Expenses  31 (ACD) (7)  7.00 Chairman, Games & Sports						
69. Electrical Maintenance 31 (R&M) (11) 110.00 Estate Section 70. General Maintenance 31 (R&M) (12) 7.00 Estate Section 71. Others (Maintenance) 31 (R&M) (13) 5.00 Central Budget (F&A) 72. Bank Charges & Others 31 (FIN) (1) 1.00 Finance & Accounts 73. Scholarship to Non-NET/JRF scholars (Ph.D Scheme) 74. Sports Expenses 31 (ACD) (7) 7.00 Chairman, Games & Sports				2.00	Library for Rs. 1.50 and	
69. Electrical Maintenance 31 (R&M) (11) 110.00 Estate Section 70. General Maintenance 31 (R&M) (12) 7.00 Estate Section 71. Others (Maintenance) 31 (R&M) (13) 5.00 Central Budget (F&A) 72. Bank Charges & Others 31 (FIN) (1) 1.00 Finance & Accounts 73. Scholarship to Non-NET/JRF scholars (Ph.D Scheme) 74. Sports Expenses 31 (ACD) (7) 7.00 Chairman, Games & Sports	68.	Gardening	31 (R&M) (10)	60.00	Estate Section	
70. General Maintenance 31 (R&M) (12) 7.00 Estate Section 71. Others (Maintenance) 31 (R&M) (13) 5.00 Central Budget (F&A) 72. Bank Charges & Others 31 (FIN) (1) 1.00 Finance & Accounts 73. Scholarship to Non-NET/JRF scholars (Ph.D Scheme) 31 (ACD) (11) 75.00 Dean (Research) 74. Sports Expenses 31 (ACD) (7) 7.00 Chairman, Games & Sports						
71. Others (Maintenance)  72. Bank Charges & Others  73. Scholarship to Non-NET/JRF scholars (Ph.D Scheme)  74. Sports Expenses  31 (R&M) (13)  5.00 Central Budget (F&A)  1.00 Finance & Accounts  75.00 Dean (Research)  75.00 Chairman, Games & Sports						
72. Bank Charges & Others  73. Scholarship to Non-NET/JRF scholars (Ph.D Scheme)  74. Sports Expenses  31 (FIN) (1)  1.00 Finance & Accounts  75.00 Dean (Research)  76. Ochairman, Games & Sports						
73. Scholarship to Non-NET/JRF scholars (Ph.D Scheme)  74. Sports Expenses  75.00 Dean (Research)  76.00 Chairman, Games & Sports						
		Scholarship to Non-NET/JRF scholars				
	74.	Sports Expenses	31 (ACD) (7)	7.00	Chairman, Games & Sports	
				7.00	Dean, Student Welfare	

Here, it is imperative to mention that no capital expenditure will be allowed, from any recurring Budget. This is for the kind information of all the concerned. This will be applicable with immediate effect.

This is issued with the approval of competent authority.

#### Finance Officer

#### Copy to (Through E-mail):-

- 1. Office of the Hon. Vice Chancellor
- 2. Office of the Registrar/Controller of Examinations/Librarian
- 3. Office of the Dean (Academics)/Dean (Research)/Dean (Student Welfare)/Dean (ARCI)
- 4. All Deans of the Schools
- 5. Office of the Proctor and Chief Warden
- 6. All HoDs/ Coordinators of Academic Departments/ School of Education/DDUKK
- 7. Joint Registrar (Finance)/Joint Registrar (Estt.)/Internal Audit Officer/Executive Engineer/Public Relation Officer/Hindi Officer/Assistant Registrar(s)
- 8. Purchase Section/Store Section/Security Section/Health Centre/ ICT Cell/Recruitment Cell
- 9. All Section In-Charge
- 10. Guard/Dispatch File

## Budget Allocation for the year 2019-20

Name of Deptt: Legal Cell

Details of Budget Allocation

Budget Head

Recurring Budget - (31)

Legal Expenses

Deptt Code: LGC

(Figures in lacs)

Budget Code

Amount

31 (ADM) (13)

9.00

Total

9.00

#### Note:

- The Imprest amount will be a part of allocated Budget under Legal Expenses & can be used only for Recurring expenditure.
- Funds will be provided only as per availability of funds from fundign agency.
- Funds will be cleared by concerned section before the commencement of the

The above is issued with the approval of the Hon'ble Vice Chancellor.

### Budget Allocation for the year 2019-20

Kind Attention: Joint Registrar-II

Name of Committee: Employees and Students Grievance Redressal Committee

Details of Budget Allocation

(Figures in lacs)

Budget Head Budget Code Amount

Recurring Budget - (31)

1 Advisory, Statutory and other Committees 31 (ADM) (11) 1.00

expenses
(Employee and Students Grievance
Redressal Committee including Deptt.
Wise also)

#### Note:-

• The Imprest amount will be a part of allocated Budget & can be used only for Recurring expenditure.

• Funds will be provided only as per availability of funds from funding agency (UGC).

• Funds will only be cleared before the commencement of the activity. No funds will be cleared after activity.

The above is with the approval of the Hon'ble Vice Chancellor.

Finance Officer

#### Copy to:-

- 1. Chairman, Students Grievance Redressal Committee
- 2. Chairman, Teacher' Grievance Committee
- 3. Chaiman, Non-Teaching Staff grievances Committee

### Budget Allocation for the year 2019-20

Name of Deptt: SC/ST and OBC Cell

Details of Budget Allocation

(Figures in lacs)

**Budget Head** 

**Budget Code** 

**Amount** 

Recurring Budget - (31)

1 Advisory, Statutory and other

31 (ADM) (11)

1.00

Committees expenses

#### Note:-

- The Imprest amount will be a part of allocated Budget under Advisory, Statutory and other Committees Expenses & can be used only for Recurring expenditure.
- Funds will be provided only as per availability of funds from funding agency.
- Funds will be cleared by the concerned section before the commencement of the activity. No funds will be cleared after activity.

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## Budget Allocation for the year 2019-20

Name of Committee: Saxual Harassment Committee

Deptt. Code - SHC

Details of Budget Allocation

(Figures in lacs)

**Budget Head** 

Budget Code

Amount

Recurring Budget - (31)

1 Advisory, Statutory and other Committees expenses 31 (ADM) (11)

0.50

#### Note:-

- The Imprest amount will be a part of allocated Budget under Advisory, Statutory and other committees Expenses & can be used only for Recurring expenditure.
- Funds will be provided only as per availability of funds from funding agency.
- Funds will be cleared by concerned section before the commencement of the activity. No funds will be cleared after activity.

The above is with the approval of the Hon'ble Vice Chancellor.

### Budget Allocation for the year 2019-20

Name of Deptt: Career and Counselling Cell

Deptt. Code - CCC

Details of Budget Allocation

(Figures in lacs)

**Budget Head** 

**Budget Code** 

**Amount** 

Recurring Budget - (31)

1 Career and Counselling Cell

31 (ADM) (31)

5.00

#### Note:-

- The Imprest amount will be a part of allocated Budget under Career and Counselling Cell & can be used only for Recurring expenditure.
- Funds will be provided only as per availability of funds from funding agency.
- Funds will be cleared by the concerned section before the commencement of the activity. No funds will be cleared after activity.

The above is issued with the approval of the Hon'ble Vice Chancellor.