



SECOND AND FINAL REMIND

GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY
SECTOR 16C, DWARKA, NEW DELHI-110 078
PURCHASE BRANCH

GGSIPU/PUR/2014-15/ 875

Dated: 18.12.2014

Sub: Revised Budget for the F.Y. 2014-15 and Budget Estimate for F.Y. 2015-16 – Regarding.

This is in continuation of the earlier letter No. GGSIPU/PUR/2014-15/725 dated 28.10.14 GGSIPU/PUR/2014-15/771 dated 14.11.14 of this office regarding the above cited subject. The Purchase Branch had requested to all Deans/HODs/Directors/Branch Heads to submit their Revised Budget (RE 2014-15) and Budget Estimate (2015-16), forecasting the requirement of items and funds with complete action plan and justification for onward submission to the Accounts Branch to obtain approval of Finance Committee.

But, most of the departments have not submitted the information till date. In this regard, it is informed that the Purchase Branch will only process/initiate the purchase proposals which are being forecasted by the concerned Schools/Depts. with complete action plan and justification and for which sufficient budget has been allocated by the Accounts Branch under the concerned budget head. **As desired by the Competent Authority, proposals received on later stages for which budget allocation has not been made, will be rejected straightaway.**

In view of the above, all Deans/HODs/Directors/Branch Heads are once again requested to submit the desired information in the prescribed format in the Purchase branch latest by 24th December 2014 positively. The Schools/Departments which have already submitted the budget need not to resubmit the same. This may be treated as final reminder.

This issues with the direction of the Competent Authority.

Abha
18 Dec 14

(Dr. Abha Vermani)
Dy. Registrar (Purchase)

Copy to: 1875

1. All Deans/Directors/HODs
2. Controller of Examinations
3. Controller of Finance
4. Librarian
5. SE, UWD
6. All Branch In-charges
7. HOD, UITS (with a request to upload the circular on the University website)
8. Asstt. Registrar (VC Sectt.) – for information of Hon'ble Vice Chancellor
9. Asstt. Registrar (Registrar Sectt.) – for information of the Registrar
10. Office copy

Revised Budget for Financial Year 2014-15

Name of the School/Department:

S.N.	Budget Head	Fund Required (in Rs.)	Justification/Reason for required fund*	Action Plan
1	Lab Equipments			
2	Vehicles			
3	Furniture & Fixtures ⁴			
4	Office Equipment			
5	Computer and Peripherals			
6	Software			
7	Any other			
8				
9				
10				

Budget Estimate for Financial Year 2015-16

Name of the School/Department:

S.N.	Budget Head	Fund Required (in Rs.)	Justification/Reason for required fund*	Action Plan
1	Lab Equipments			
2	Vehicles			
3	Furniture & Fixtures			
4	Office Equipment			
5	Computer and Peripherals			
6	Software			
7	Any other			
8				
9				
10				

* Expansion of School (Branch/Studentwise)

* Replacement/New Requirement

* Any Other