



गुजरात केन्द्रीय विश्वविद्यालय
(भारत की संसद के अधिनियम सं. 25, 2009 के तहत स्थापित)
CENTRAL UNIVERSITY OF GUJARAT
(Established by an Act of Parliament of India, No 25 of 2009)

Prof. Sanjay Kumar Jha
Finance Officer (Offg.)

F. No: F&A 21-19/ 2018-Finance **1273**

Date: 22/01/2019

To,
Deans/Chairpersons/Coordinators/Head of Departments.
Central University of Gujarat.

Sub: **Furnishing of Budget Proposals for the Financial Year 2019-20**

Madam/Sir,

The Finance and Accounts Department, Central University of Gujarat has initiated the process of preparation of budget estimates for the Financial Year 2019-20. It is requested that, the estimates with detailed justification may be submitted to the Finance & Accounts Department on or before 05.02.2019. Utmost care may be exercised to ensure that estimates are realistic in nature, giving due importance to priority items related to your department.

A list of budget heads is enclosed for your ready reference. The list is not exhaustive and the Centres/Departments may add the budget heads and send their estimates based on their requirements.

With warm regards,

Finance Officer (Offg.)

Copy to:

1. Registrar
2. VC Secretariat
3. Controller of Examinations
4. Dean of Students Welfare
5. Provost
6. Assistant Librarian
7. Director sec 30 campus
8. Dy. Registrar (Admin. & Academics)

BUDGET HEADS FOR CENTRES/DEPARTMENTS/SCHOOLS

Budget under Recurring – 31 Head

S. No.	Budget Head	Budget Requirement (Rupees in Lakhs)
	Academic Expenses	
1	Chemicals & Laboratory Consumables	
2	Field work/Participation in Conferences	
3	Expenses on Seminars/Workshops	
4	Payment to visiting faculty	
5	Printing, Stationery & other consumables	
6	Other misc. Academic expenses	
	Total A	
	Repairs & Maintenance	
1	Repair of Laboratory & Scientific equipment	
2	Software Updates	
3	AMC Cost	
	Total B	
	Total Recurring Requirement (A+B)	

Budget under Non-Recurring- 35 Head

S. No.	Budget Head	Budget Requirement (Rupees in Lakhs)
1	Laboratory & Scientific Equipment	
2	Library Books and Journals	
3	Computer Software	
4	E- journals	
	Total Non- Recurring Requirement	