No. FIN.A1/Budget Estimates (BE)/2024-25

KOCHI-22
Dated: 12.12.2023

CIRCULAR

Sub:- Budget Estimates 2024-25-Submission of Proposals through DEAS on or before 22/12/2023 -reg.

As done during the previous years, all Departments/Sections/Schools/Centres concerned are requested to furnish their budget proposals for the next financial year (BE 2024-25) **on or before 22/12/2023 .** But, unlike the previous year, this year the Budget Proposals are to be submitted through DEAS portal.

(deas.cusat.ac.in……> Bills & Payments……> Budget……> Budget Proposal)

The steps to be observed while submitting the proposals are as follows;

Stage I – Enter the present Staff Details. The Entry can be done by adding the respective post (updated by default) and their respective count. Use' +' to add more rows as per requirement.

Stage II – Enter the present Student details. Respective Course and year wise no. of students should be entered. Use' +' to add more rows as per requirement.

Stage III (a) - Enter all the events/seminars/conference/workshops/symposia conducted during 2023-24 (including the events/seminars/conference/workshops/symposia organized by the Principal Investigator)
It may be noted that all the events/seminars/conferences/workshops/symposia conducted during 2023-24 should be entered. Each event should be entered separately by clicking the add (+) button.

Stage III (b) - CUSAT's Achievements for the year 2023-24 should be entered.
This stage is specific to IQAC. Each achievement should be entered separately by clicking the add (+) button.

Stage III (c) - Details of major projects implemented during 2023-24.
The details such as the Budget Head, Project value in Rupees of the new projects that are

implemented during 2023-24 should be entered under this stage.

This stage is specific to Planning wing. Each project should be entered separately by clicking the add (+) button.

Stage IV- Internal Revenue entry.

It may be noted that the all the relevant columns viz Budget Heads, Annual Accounts 2022-23, Internal Revenue (7 months) 2023-24, Revised IR (12 months) 2023-24 and Budget Estimates(5% Hike) 2024-25 under Internal Revenue are updated by default in DEAS. If the respective Departments/Sections/Schools/Centres need correction, the value under the last column in Internal Revenue 2024-25 ie., Budget Estimates(5% Hike) 2024-25 could be changed.

Stage V- Expenditure Entry

The columns under the Expenditure viz Annual accounts 2022-23, Budget Estimates 2023-24, Revised Estimates 2023-24 and Budget Estimates 2024-25 are updated by default in DEAS. The concerned Departments/ Sections/ Schools / Centres should make changes under the last 2 columns ie Budget Estimates for the year 2024-25 that are relevant to them. The Last two columns ie Budget Estimates 2024-25 is defaultly projected with respect to the expenditure under the respective Budget Head so far. The respective amount defaultly entered must be changed if the concerned dept or section need changes and the main summary will be automatically filled if the relevant columns are changed. Only the columns that are highlighted in pink can be edited.

While entering the Non Plan Expenditure, projections may be kept to the bare minimum, preferably at the same levels as that of the financial year 2023-24 or even much lower so as not to have a deficit by 31.03.2025.

Moreover, the proposals are to be prepared highlighting objectives, expected outcomes and new initiatives.

Entry under Budget Head :Q-1-023: Annual Maintenance Contract (AMC)

While making entry under **the Budget Head :Q-1-023: Annual Maintenance Contract (AMC)** mainly under the PLAN Part , for the year 2024-25, the expenditure amount must match with the amount of the equipment for which AMC is needed. The equipment list for which AMC is needed is to be saved and sent along with the Budget Proposal 2024-25 through e-mail. The details can be saved as follows;

(deas.cusat.ac.in……> concerned seat……> Stock and Asset Register……>Manage Assets……>AMC details……>select department ……> click view……>Enter AMC (yellow colour) ……> Add AMC details for which AMC is needed ……>submit……>Print AMC details……> email to _financesectioncusat@gmail_.com along with the Budget Proposal 2024-25 or it can be clubbed with the Budget Proposal 2024-25

while the supporting documents are uploaded at the last stage ie Stage VI)

Utmost care should be given at making entry under the **Budget Head :Q-1-023: Annual Maintenance Contract (AMC),** as administrative and financial sanction will be provided to those equipments for which the details are provided by the respective section/department/centre . **Summarily, the budget proposal under the respective AMC head will be rejected, if the supporting AMC documents are not provided.**

Stage VI- The comments and the need for additional expenditure or any additional Budget Heads can be made under this stage. Supporting documents satisfying the needs can also be uploaded subject to a maximum file size of 7 KB.

 *) It may be noted that in each stage there is provision to save, return to home and move to next stage.
*) From stage II onwards there is provision to migrate to the previous stage.
*) In stage VI there is a provision to preview what all things that have been entered.
*) In the home page there exists the provision to download the information entered as Excel and PDF and also the provision to preview and submit.

The organizational flowchart at Dept./Centres/Schools/Sections/etc with respect to the preparation, forwarding, verification and submission of Budget Proposal may please be noted:

1. The concerned entries are to be done by the concerned Assistants and all the entries made should be saved at each and every stage and then forward the saved proposal to the next Higher Officer ie., Section officer/Administrative Officer by clicking the declaration.
2. The Section Officer/Administrative Officer can make necessary changes if needed and save the changes at each stage and then forward the saved proposal to the next Higher Officer ie Director/Principal/Head of the Department by clicking the declaration.
3. The Director/Principal/Head of the Department may check the entries made in the proposal, make relevant changes if needed, save and verify the same. The provision to verify the Budget proposal is destined to the concerned Director/Principal/Head of the Department and after verifying the same may be forwarded to the Section Officer/Administrative Officer at their Office for final submission to Finance Section .After verification no changes cannot be incorporated in the Budget Proposal. The Section Officer/Administrative Officer then submit the proposal to Finance Section after selecting the declaration.

Please note that after submitting the Proposal to the Finance section , if the concerned section/dept/school/centre wishes to make any change, the same may informed to Finance Section through e-mail(*financesectioncusat@gmail*.com**)** which facilitates the Finance Section to return the Budget Proposal to the respective Section Officer/Administrative Officer and the same flowchart (1, 2, 3, and 4 above) may be repeated till submission to finance section.

In case, if any difficulty in filling up the requisite information, the Finance section (Intercom-2233) can be contacted, for necessary clarification.

Sudheer M S *
Finance Officer

To

      All Heads of Departments/ Schools/ Centres/Offices/Sections/Divisions
      PS to Vice Chancellor/PA to Registrar/PA to Finance Officer/PA to
      Controller of Examinations
      Day File/File Copy/Stock File

* This is a computer generated document. Hence no signature is required.