

കൊച്ചി ശാസ്ത്ര സാങ്കേതിക സർവ്വകലാശാല
COCHIN UNIVERSITY OF SCIENCE AND TECHNOLOGY

No. Fin 1/ Budget Estimates (BE)/2023-24

KOCHI-22
Dated: 23.03.2023

CIRCULAR

Sub:- Budget Estimates 2023-24 uploaded in the CUSAT website and General Instructions-reg

Ref :- U O No. CUSAT/FIN.A1/1282/2023 dated 20.03.2023

The **Budget Estimates 2023-24** has been uploaded in the CUSAT website. The same may be viewed by following the link (www.cusat.ac.in->**Intranet**-> **Finance wing**-> **Downloads**-> **Budget Estimates**) .

The following may be brought under your kind notice while preparing, submitting bills and requesting for fund re-appropriations.

- (i) To download the **BE 2023-24** from the CUSAT website and to keep the same for future reference.
- (ii) In case of bills pertaining to the Budget Heads with no original allocation/insufficient balance, inform the Finance Section before processing the bills to take necessary action in this regard.
- (iii) Sections/Departments/Schools to take utmost care in expending fund for specific matters **from their concerned specific budget head and not from** any general head of account such as **'Miscellaneous'**.
- (iv) Separate specific budget heads viz salary heads for salary for contract staff , contingencies have been created and hence the expenditure should be met from the respective Budget Heads only, so as to avoid Audit objections.
- (v) Requests for funds under **projects (98-0-U)** will be entertained only
 - (a) after ensuring that the Utilisation Certificate is submitted for the fund received till date and
 - (b) on confirming the receipt of fund in CUF/PFMS
- (vi) In light of the financial position of State/ University, re-appropriation of funds specially under Non-Plan will be least entertained .
- (vii) Departments/ Schools/ Centres may be permitted to issue proceedings on Non Plan/ Plan Internal Diversions between subheads (viz P-1 to P-1, P-2 to P-2, Q-1 to Q-1, Q-2 to Q-2, Q-3 to Q-3, Q-4 to Q-4, Q-5 to Q-5 etc) upto **Rs. One Lakh only**. The Proceedings issued by the Principals/ Heads/ Directors may be forwarded to the finance section for effecting diversion under DEAS.
- (viii) Considering the financial status of the State/University strict actions should be adopted to avoid unnecessary

expenditure and to limit the expenditure within the budgetary provisions.

Sudheer M S *
Finance Officer

To

All Heads of Departments/ Schools/ Centres/Offices/Sections/Divisions

PS to Vice Chancellor/PS to Pro 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.