

കൊച്ചി ശാസ്ത്ര സാങ്കേതിക സർവ്വകലാശാല
COCHIN UNIVERSITY OF SCIENCE AND TECHNOLOGY

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

KOCHI-22
Dated: 11.04.2024

CIRCULAR

Sub:- Budget Estimates 2024-25 uploaded in the CUSAT website and General Instructions-reg
Ref :- U O No. CUSAT/FIN.A1/1479/2024 dated 30.03.2024.

The **Budget Estimates 2024-25** 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) Download the **BE 2024-25** 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) 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 from funding Agency.
- (v) In light of the financial position of State/ University, re-appropriation of funds specially under Non-Plan will be least entertained .
- (vi) 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.
- (vii) 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.