



# UNIVERSITY OF DELHI

दिल्ली विश्वविद्यालय

Ref. No./Fin. IV/284/RE-BE/2016-17/

Dated: 1<sup>st</sup> March, 2017

The Dean/Head,  
Faculty/Department of \_\_\_\_\_

University of Delhi  
Delhi – 110007

Sir/Madam,

I enclose herewith a copy of the Revised Estimates for the current year 2016-17 and the Budget Estimates for the year 2017-18 in respect of your Faculty/Department.

2. In this connection, it is pertinent to mention that the University Grants Commission (UGC) has not allocated/released any additional grant which was projected in the Revised Estimates for the year 2016-17 under the head of 'Non-Salary'. Hence, in order to cope up with the deficit, adequate measures may be taken at your end to curtail the expenditure so as to meet the shortfall. Maximum diligent should be observed so that expenditure shall be allowed only on essential/priority requirements for smooth functioning of the Faculties/Departments/Centres.
3. All expenditure under the non-salary components shall be regulated in a manner that the expenditure shall not exceed 70% of the allocation made under Budget Estimates 2017-18 (Non-Salary).
4. I would, therefore, request you to kindly ensure that the bills for payment pertaining to current financial year i.e. 2016-17 must reach the Finance Branch latest by 15<sup>th</sup> March 2017. Thereafter no bill will be accepted for processing of payment. The Head of the Department/Faculty/Centre concerned are requested to adhere strictly for this time schedule and any deviation will affect future allocation of the respective Department.
5. The expenditure under different budget heads (Other Charges) for the financial year 2017-18 shall be restricted to 70% of the allocation made under Budget Estimates 2017-18.
6. While incurring the expenditure, the Head of the Department/Faculty/Centre may scrupulously follow the "Guidelines on Expenditure Management-Economic Measures, Rationalization of Expenditure and Measures for Augmentation of Revenue", issued by the Ministry of Finance vide O.M. No.7(1)/E.Coord./2014 dated 29<sup>th</sup> October, 2014.

Yours faithfully,

  
Finance Officer

Encl: As above.