

JADAVPUR UNIVERSITY
KOLKATA-700032

Ref. No.: REC/N/286/2017

Date: 04.08.2017

Notice for Budget Proposals

Like earlier years, suggestions/proposals are being invited for inclusion both in the Revised Budget 2017-18 and Proposal for Budget Estimate in the coming financial year 2018-19.

In current year also, the overall restrictions on the ' Budget Provisions, as approved by the Executive Council is 25% and the balance need to be spent in three phases as notified earlier. Thus a planned & cautious approach from all concerned is very much essential to have effective use of available fund from the University Budget.

All Departments (Academic & Administrative), Section/ School/ Centre/ Units of our University [both in the main campus & SL Campus] are requested to extend their co-operation in furnishing the required information, in the enclosed format, positively by 24th August 2017 for non-plan head (Deptt. Budget) at the office of undersigned to discuss the same in the meeting of HODs to be held in this month August 2017.

If the Department/ Section/ Unit/ School fails to comply with the same, the revision of Budget figures will not be possible & Status quo may also be maintained.

Reply in any form other than the specific format as well as, compliance after due date will not be accepted.

All concerned are requested to comply within due date.


FINANCE OFFICER

Encl.: 1.Proforma: A
2. Proforma: B
3. Proforma: C
4. Proforma: D
5 Proforma: E

To
HOD _____
Director _____
INCHARGE _____Section/Unit
REGISTRAR
ALL OFFICERS
DEAN OF FACULTIES
THE PRO-VICE CHANCELLOR
THE VICE CHANCELLOR

JADAVPUR UNIVERSITY
KOLKATA- 700032

Department/School (offering courses) _____

FINANCIALREQUIRMENT NON-PLAN HEAD

Budget Item No.	Items of Expenditure	Requirement for Revised budget 2017-18	Budget Estimate 2018-19	Remarks
1	Periodicals & Journals			
2	Survey / Field Work / Educational Tour			
3	Research Expenses			
4	Laboratory Teaching			
5	Contingencies			

SIGNATURE OF H.O.D /DIRECTOR OF SCHOOL (Running courses) COURSE/ CO-ORDINATOR

Note:

- A) Expenditure Items of salary component need not be filled up. Please refer to our Budget Book 2017-2018.
- B) In Revised budget 2017-18 column, for any additional requirement over the Budget provision necessary justification of additional requirement is necessary. The same applies for 2018-2019
- C) Reason for variation, if any may also be given.
- D) Last date of submission of the proforma to the office of the Office of the FO is 07.08.2017. No proposal will be entertained after that date.

PROFORMA: B

JADAVPUR UNIVERSITY
KOLKATA- 700032

Department/School (Unit)-----

List of Teaching Staff attached to the Department/School/Centre/Schemes/Unit as on 31.03.2017.

Sl. No.	Name in Full (Capital Letters)	Designation (Base post)	Designation (Present position)	Date of Retirement

Signature of H.O.D/ Section in charge/Unit

N.B. Additional sheets may be used in the same manner if necessary.

PROFORMA: C

JADAVPUR UNIVERSITY
KOLKATA- 700032

Department/School/Unit _____

List of Non-Teaching Staff attached to the Department/Section/Unit as on
31.03.2017

Sl. No	Name in Full (Capital Letter)	Designation Present position	Scale of Pay	Date of Retirement

Signature of H.O.D/ Director of School(Running courses/ coordinator

N.B. Additional sheets may be used in the same manner if necessary.

PROFORMA: D

JADAVPUR UNIVERSITY
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1. List of different Courses/ Centers / Development schemes attached to the Academic Departments as on 31.03.2017

Sl. No	Name of the course/ center/ development scheme	Starting date (state the course fees & student intake in case of course)	Res. No. & date of The Court/ E.C	Name of the Co-ordinator

Signature of H. O. D/ Director of School (Running courses/ coordinator

2. Special Achievements of the Department/ Centre/ School from 01.07.2016 to 30.06.2017 (enclosed separate sheet).

- a) Major events.
- b) Major awards
- c) Projects
- d) Honour
- e) Others

Signature of H. O. D/Director of School

N. B.

Additional sheets may be used in the same manner if necessary. Separate sheet may please be used along with their designation. Submission of this list is mandatory for preparation of smooth functioning of the office as well as keeping accuracy of the actual need and helpful to preparation of moderate budget.

PROFORMA: E

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Faculty of _____

Student Strength and Fees of the Courses with
(i) different fees structure (Higher) &
(ii) New courses started/to be started.

(i)

Sl. No.	Name of the Course	Name of the Coordinator & Department.	Intake	Total students	Course Fees	Duration of the Course

(ii)

Sl. No.	Name of the Course	Name of the Coordinator & Department	Intake	Total students	Course Fees	Duration of the Course

Signature of HOD/Director/co-coordinator

N. B.

Additional sheets may be used in the same manner if necessary. Separate sheet may please be used along with their designation. Submission of this list is mandatory for preparation of smooth functioning of the office as well as keeping accuracy of the actual need and helpful to preparation of moderate budget.