



बाबासाहेब भीमराव अम्बेडकर विश्वविद्यालय
(केन्द्रीय विश्वविद्यालय)
विद्या विहार, रायबरेली रोड, लखनऊ-226 025
BABASAHEB BHIMRAO AMBEDKAR UNIVERSITY
(A Central University)
Vidya Vihar, Rae Bareli Road, Lucknow-226025

**Urgent/Important
Letter No.**

Circular

Please take the reference of Budget Circular issued by this office on 28.4.2010 (copy annexed), whereby it was requested to all concerned that:

- (i) Budget Control Register is to be maintained by all to monitor the funds availability as on date, taking all liabilities into account, and
- (ii) While processing any proposal of expenditure under Plan/Non Plan the fund position has to be mentioned invariably with the proposal, which should match with the figures of Budget Control Register.

It has been observed that in some of the proposals the above instructions are not being adhered to, which results in excess of expenditure from allotted funds, as well as delay in processing the file. This has invited adverse comments from the UGC also. Hence, once again it is requested to you to please observe the instruction/guidelines of the above quoted budget circular in toto and process the file accordingly.

Any clarification/ query in this regard may be done with the undersigned pl.

Encl : as above

(Sanjeev Kumar Singh)
Finance Officer
Email- fo@bbauindia.org

Copy forwarded for information and necessary action to:-

1. P.S. to Hon'ble V.C. for information to Hon'ble V.C.
2. All the Dean of Schools
3. Registrar
4. Librarian
5. All Heads/Coordinators of Deptt.
6. Executive Engineer
7. DR(Academic)/DR (SC/ST) Cell/DR (Store)/ AR(Fin.)
8. Dean, Students Welfare
9. I/c Guest House
10. I/c Hostel (Boys/Girls)
11. Senior Assistants/Accountant
12. Head, DCS with a request to upload the same on the website pl.

(Sanjeev Kumar Singh)
Finance Officer
Email- fo@bbauindia.org