

Letter No. 1439/BBAU/18

Date. 10/10/2018

REMINDER-I
MOST IMPORTANT

CIRCULAR

Sub :- Preparation of Revised Budget Estimate for 2018-2019 and Budget Estimate for 2019-2020 Recurring and Non – Recurring heads.

It is informed to all concerned that the preparation of Revised Budget Estimate for 2018-2019 and Budget Estimate for 2019-2020 is due and to be prepared on priority basis.

In this regard, all the Deans, Heads, Coordinators of Schools/Departments / Centres and Units Incharge are requested to submit the following details on or before 06.10.2018.

A) Recurring

S. No.	Particulars	Fund required under various heads for the F.Y. 2018-2019	Expenditure incurred upto 30.09.2018 under various heads	Requirement of further funds for rest months (2018-2019)	Justification for additional requirement if any	Requirement of funds for F.Y.2019-2020	Justification for requirement if any	Remarks

B) Non –Recurring (Creation of Capital Assets)

S. No.	Particulars	Fund required under various heads for the F.Y. 2018-2019	Expenditure incurred upto 30.09.2018 under various heads	Requirement of further funds for rest months (2018-2019)	Justification for additional requirement if any	Requirement of funds for F.Y.2019-2020	Justification for requirement if any	Remarks

Therefore, it is once again requested to all concerned who has yet not furnished the details, send upto 15.10.2018 as desired vide circular No.1356/BBAU/18 dated 28/09/2018, so that Revised Budget Estimates for the year 2018-19 and Budget Estimates for 2019-20 for Recurring and Non-Recurring A/c may be prepared within the stipulated time.

This may be treated as **MOST URGENT**.

Thanking you.

Yours faithfully


Finance Officer

Copy forwarded to the following for information and necessary action :-

1. S.O. to Hon'ble V.C.
2. P.S. to Registrar
3. All Deans of Schools, Heads of Departments /Sectional Heads of Unit, BBAU, Lucknow.
4. I/C website with request to upload on the University website


10/10/18


Finance Officer