



**GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY**  
**SECTOR 16C, DWARKA, NEW DELHI-110 078**  
**PURCHASE BRANCH**

GGSIU/PUR/2014-15/ 725

Dated: 28.10.2014

**Sub: Revised Budget for the F.Y. 2014-15 and Budget Estimate for F.Y. 2015-16 – Regarding.**

Purchase Branch is in the process to prepare Revised Budget for the Financial Year 2014-15 and Budget Estimate for the Financial Year 2015-16. The Purchase Branch is required to submit a detailed budgetary requirement with proper planning and justification to the Accounts Branch for onward submission before the Finance Committee.

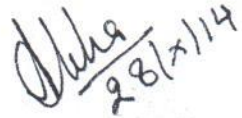
The University is having a Centralised Purchase System. Purchase Branch need to submit the requirement of budget keeping in view the demand of all Schools/Depts. of the University.

In view of the above, the Deans/HODs/Directors/Branch Heads of all University Schools and Department are requested to submit their **Revised Budget (RE 2014-15) and Budget Estimate (2015-16)** forecasting the requirement of funds with complete action plan and justification. The requirement of funds received from the different Schools/Depts. will be compiled and submitted to the Accounts Branch for further approval of Finance Committee.

The Purchase Branch will only process/initiate the purchase proposals which are being forecasted by the concerned Schools/Depts. with complete action plan and justification and for which sufficient budget has been allocated by the Accounts Branch under the concerned budget head. No proposal will be entertained at later stage.

The desired information has to be submitted in the enclosed prescribed proforma in the Purchase branch latest by 10<sup>th</sup> November 2014.

This may be treated on priority.

  
(Dr. Abha Vermani)  
Dy. Registrar (Purchase)

**Copy to: /725**

1. All Deans/Directors/HODs
2. Controller of Examinations
3. Controller of Finance
4. SE, UWD
5. All Branch In-charges
6. HOD, UITS (with a request to upload the circular on the University website)
7. Asstt. Registrar (VC Sectt.) – for information of Hon'ble Vice Chancellor
8. Asstt. Registrar (Registrar Sectt.) – for information of the Registrar
9. Office copy

## Revised Budget for Financial Year 2014-15

Name of the School/Department:


S.N.	Budget Head	Fund Required (in Rs.)	Justification/Reason for required fund*	Action Plan
1	Lab Equipments			
2	Vehicles			
3	Furniture & Fixtures <sup>4</sup>			
4	Office Equipment			
5	Computer and Peripherals			
6	Software			
7	Any other			
8				
9				
10				

## Budget Estimate for Financial Year 2015-16

Name of the School/Department:

S.N?	Budget Head	Fund Required (in Rs.)	Justification/Reason for required fund*	Action Plan
1	Lab Equipments			
2	Vehicles			
3	Furniture & Fixtures			
4	Office Equipment			
5	Computer and Peripherals			
6	Software			
7	Any other			
8				
9				
10				

- \* Expansion of School (Branch/Studentwise)
- \* Replacement/New Requirement
- \* Any Other

  
28/1/14