

FIRST AND FINAL REMINDER



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

GGSIPU/PUR/2014-15/ 771

Dated: 14.11.2014

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

This is in continuation of the earlier letter No. GGSIPU/PUR/2014-15/725 dated 28.10.14 of this office regarding the above cited subject. The Purchase Branch had requested to all Deans/HODs/Directors/Branch Heads to submit their Revised Budget (RE 2014-15) and Budget Estimate (2015-16) latest by 10th November 2014, forecasting the requirement of items and funds with complete action plan and justification for onward submission to the Accounts Branch to obtain approval of Finance Committee.

The Purchase Branch has not received the required information from your Dept./Branch till date. It is submitted for your information that 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.

In view of the above, all Deans/HODs/Directors/Branch Heads are once again requested to submit the desired information in the prescribed format in the Purchase branch latest by 24th November 2014 positively.

This may be treated as first and final reminder. No further communication in this regard will be made by the Purchase Branch. Information received after the due date will not be entertained.

Abha
14/11/14

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

Copy to: /771

1. All Deans/Directors/HODs
2. Controller of Examinations
3. Controller of Finance
4. Librarian
5. SE, UWD
6. All Branch In-charges
7. HOD, UITS (with a request to upload the circular on the University website)
8. Asstt. Registrar (VC Sectt.) – for information of Hon'ble Vice Chancellor
9. Asstt. Registrar (Registrar Sectt.) – for information of the Registrar
10. 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 ⁴			
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