



OSMANIA UNIVERSITY
HYDERABAD-500 007

No. *588* /203/2018-2019/Budget-V

Dated: *04*-05-2018.

C I R C U L A R

Sub: - OSMANIA UNIVERSITY - Budget of Self Finance Courses / Seats for the year 2018-19 – Regarding.

The Academic Senate at its annual meeting held on **31st March 2018**, has approved the Budget of Self Finance Courses offered at various University Campus and Constituent Colleges, O.U.P.G. College, Siddipet / Vikarabad, including PGRRCDE, O.U. for the financial year **2018-19**.

2. In view of the above, approval has been accorded to authorize the Principals / Heads of Offices, to operate the provisions made in the Budget of Self Finance Courses / Seats for the year **2018-19** for their Colleges / Departments, under the rules, subject to fulfilling the instructions stipulated under paras (3) and (4) of this Circular.

3. The Principals / Heads of Offices shall send the following documents to the Finance Officer, O.U, for release of grants pertaining to Self-Finance Courses / Seats for the year **2018-19** to the respective Colleges / Departments:

- i) Stock Verification Certificate for the year **2017-18** (Pertaining to Self-Finance Courses / Seats).
- ii) Statement showing the details of expenditure incurred during **2017-18** on Self – Finance Courses / Seats as per the **Proforma enclosed (Annexure)**.
- iii) The Sub-Allocation for the provisions made in the Budget of the Self Finance Courses of respective Colleges / Departments, for the year **2018-19** **duly approved by the Departmental Committee**. The Sub-Allocation of grant shall be made under the following Heads of Accounts:

Mandatory Allocation

i)	University Share	–	20%
ii)	College Share	–	10%
iii)	Corpus Fund	–	10%
iv)	Department Share	–	60%

Note:- While computing the apportionment, the amount collected under the following Heads need not be taken into consideration as the same is collected for specific purposes:

Contd..2

- i) Students Recognition Fee
- ii) Insurance
- iii) Exam processing Fee
- iv) Non-University Fund
- v) Refundable deposits

Other Allocations – Recurring

- i) Salaries of Contract employees (Academic Consultants / Non-Teaching staff) Supported with a list of employees and the amount paid to each employee.
- ii) Remuneration paid to Part –Time Teaching / Guest Faculty.
- iii) Remuneration paid to the regular employees for discharging additional duties of Self - Finance Courses, supported with a list of employees and the amount paid to each employee.
- iv) Purchase of Books & Journals.
- v) Internet Facility / Software.
- vi) Laboratory Charges.
- vii) Electricity Charges.
- viii) Water Charges.
- ix) Telephone Charges.
- x) Annual Maintenance Charges (Computer / Equipment's etc.).
- xi) T.A & D.A. to Guest Speakers
- xii) Stationery & Postage.
- xiii) Maintenance of Buildings.
- xiv) Other items, if any.

Non-Recurring

- i) Infrastructure facilities. (Including Equipment).
- ii) Others, if any.

4. **The Operational procedure to be followed:-**

- i) The Principals of the Campus and Constituent Colleges where the Self Finance Courses are offered shall control and operate the funds of Self Finance Courses. Similarly the Director, District, P.G. Colleges will be the controlling and operating authority for the Funds of Self Finance Courses offered at O.U. P.G. College, Vikarabad.
- ii) For each course, the sub-allocations are to be made on the lines indicated in para 3 (iii) above, in consultation with the Head of the Department / In-charge of the Course, **duly approved by the Finance Committee of the College**, where such Committee exists.
- iii) The Heads of Departments of Campus Colleges will be the controlling and operating authorities for the funds of Self-Finance Seats of respective Departments and sub-allocations are to be made on the lines indicated in para (3) above, in consultation with Departmental Committee.
- iv) The allocation once made will be final and any deviation will not be permitted. The University Audit Department will keep a strict vigil on this aspect.
- v) The Advance not exceeding 50% of the allocations can be drawn through Abstract Contingent Bills (Sub-Head wise) in first half of the Academic Year.
- vi) The second advance can be drawn in the second half of the Academic Year, but, only after rendering accounts of the previous advance to the Audit Officer / Deputy Registrar, Pre-Audit, O.U.
- vii) The Advance shall be utilized only for incurring expenditure on the items admissible against the particular sub-head and any deviation will not be admitted.


REGISTRAR

Forwarded for necessary action to:-

1. The Principals of University Campus & Constituent Colleges, O.U. including P.G. College, Vikarabad / Heads of Departments / Directors and other Administrative Officers, O.U.
2. The Director, P.G.R.R. Center for Distance Education, O.U.
3. The Director, District P.G. Colleges, O.U.
4. The Officer on Special Duty to the Vice-Chancellor, O.U.
5. The Joint Registrar (Administration), O.U. – with a request to note the action taken on **Executive Council Resolution No. 6.**
6. The Deputy Registrar (Pre-Audit), O.U.
7. The Deputy Registrar (Accounts-Income Cell), O.U.
8. The Secretary to Vice-Chancellor, O.U.
9. The P.A. to Registrar, O.U.
10. The Supdt. (Budget), O.U - Sanctions file for the year **2018-19.**

ANNEXURE

STATEMENT SHOWING THE EXPENDITURE INCURRED DURING THE YEAR 2017-2018.

NAME OF THE COLLEGE / DEPARTMENT -----

SL.NO	HEAD OF EXPENDITURE	SELF-FINANCE COURSES
	RECURRING	
1.	University Share 20%	
2.	College Share 10%	
3.	Corpus Fund 10%	
4.	Salaries	
a.	Teaching (Academic Consultants)	
b.	Part-Time Teaching.	
c.	Non-teaching (Contract Basis)	
d.	Remuneration (Regular Staff)	
5.	Purchase of Books & Journals	
6.	Internet facility / Software	
7.	Laboratory Charges.	
8.	Electricity Charges.	
9.	Water Charges.	
10.	Telephone Charges.	
11.	Annual Maintenance Charges (Computer /Equipmentsetc).	
12.	T.A & D.A.	
13.	Stationery & Postage	
14.	Maintenance of Buildings	
15.	Other Items, if any.	
	NON - RECURRING	
16.	Infrastructure facilities including Equipment (Specify items)	
17.	Others, if any.	
	Total Expenditure incurred	
	Budget Allocation for the year	
	Savings, if any	

SIGNATURE