



THE MAHARAJA SAYAJIRAO UNIVERSITY OF BARODA

FATEHGUNJ, VADODARA -390 002, GUJARAT, INDIA *Fax. No. : 0265-2793693
Tel. Ph.: (0265) * (Registrar): 2795521 * (D.O., Audit * Academic): 2793735 *(I.A., CAO): 2795506*
(Dy.R.Exam.): 2795502 *((Dy R./ADM): 2795527 *(Engineer):
2795512.

NO. A/ 778

Dt. 14-12-2011

URGENT / TIME-LIMIT

16 DEC 2011

The Financial estimate for the year 2012-2013 and Revised Estimates for the year 2011-2012 of the Faculties and Institutions will be discussed with the Vice-Chancellor at University Office as per program given herewith.

The Deans of the faculties and Heads of the Institutions are therefore requested to remain present at the University Office at the time mentioned against their respective Institutions with necessary information in writing.

No re-appropriations will be granted after preparations of the Revised Estimates for 2011-2012 and no grants will be carry forwarded in the next financial year. So the Revised Estimates for 2011-2012 should be the final estimates for the year only. If the Revised Estimates for 2011-2012 are revised upward then necessary justification for the upward revision should be attached.

Once the Revised Estimates are finalized, the same will not be allowed to exceed by re-appropriation from savings of other grants. Renewal of lapse grants will not be sanctioned in next financial year. So no commitments, be made for payment in the next financial year 2012-2013 of the 2011-2012.

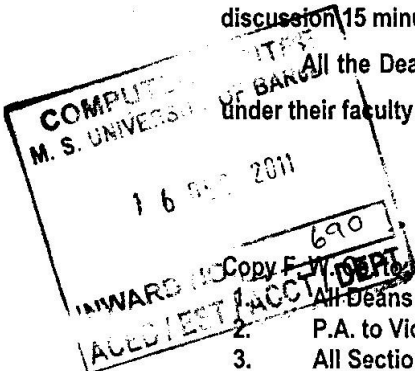
Most of the faculties have submitted their financial proposals for 2012-2013 and the Revised Estimates for 2011-2012 Those faculties who have yet to submitted the Financial Statement for the year 2012-2013 and the revised Estimates for the year 2011-2012 requested to send the same within two days from the receipt of this circular.

The faculties and colleges are requested to keep information regarding number of employees, both for teaching and non-teaching staff on pension and contributory provident Fund category wise, viz. Professors, Readers, Lecturers, Class III and Class IV, ready at the time of discussion.

Bills for which orders are already placed should be obtained from University Press and outside parties and it should be checked that no bill remains unpaid unadjusted as on 31-3-2012

All concerned are therefore requested to make it convenient to attend the budget discussion 15 minutes prior to the scheduled time fixed for discussion.

All the Dean of faculties are requested to submit the development budget of any scheme under their faculty along with the revenue budget without fail.



B. S. Chaudhary
I/c Chief Accounts Officer, 14/12 Offg. Registrar

1. All Deans of Faculties/Heads of Institutions/All Principals of Colleges
2. P.A. to Vice-Chancellor/Pro-Vice-Chancellor/Registrar
3. All Sections Head I. A./Dy. Registrar (Exam.), D.O./Dy. Registrar (ADE/ADM), Uni. Engineer
4. Budget File


Encl :- Copy of Budget Discussion Program.



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<u>Sr. No.</u>	<u>Name of the Institution</u>	<u>Time</u>
<u>27-12-2011</u>		
1.	Physical Education Dept.	12.00 to 12.30
2.	Faculty of Fine Arts	12.30 to 1.00
3.	Faculty of Social Work	1.00 to 1.30
4.	A. Prof. C.C. Mehta Auditorium Gen. Edu. Centre	1.30 to 2.00
5.	B. The University Publication Sales Unit/A I C S Tr cent. Faculty of Journalism and Communication	2.00 to 2.30
6.	Sanskrit Mahavidyalaya	2.30 to 3.00
7.	Faculty of Arts	3.00 to 3.30
8.	Case	3.30 to 4.00
<u>28-12-2011</u>		
1.	Faculty of Performing Arts	12.00 to 12.30
2.	Faculty of Management Studies	12.30 to 1.00
3.	Faculty of Family & Comm. Science including Chetan Bahwadi	1.00 to 1.30
4.	Halls of Residence	1.30 to 2.00
5.	Faculty of Edu. and Psy. CASE and Uni. Exp. School	2.00 to 2.30
6.	Polytechnic including HSC & EDC	2.30 to 3.00
7.	M. K. Amin Arts & Sci. College & College of Com., Padra	3.00 to 3.30
8.	Faculty of Tech. & Engg.	3.30 to 4.00
9.	Health Centre	4.00 to 4.15
<u>29-12-2011</u>		
1.	Oriental Inst. and Vishnupuran Project	12.00 to 12.30
2.	Faculty of Law	12.30 to 1.00
3.	Smt. Hansa Mehta Library	1.00 to 1.30
4.	Construction Division	1.30 to 2.00
5.	University Examination Section	2.00 to 2.30
6.	Faculty of Science	2.30 to 3.00
7.	Faculty of Commerce	3.00 to 3.30
8.	University Press / Stationary unit	3.30 to 4.00


Chief Accounts Officer

Copy F. W. Cs. to:

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2. P.A. to Vice-Chancellor/Pro-Vice-Chancellor/Registrar
3. All Sections Head I. A./Dy. Registrar (Exam.)/D.O./Dy. Registrar (ADE/ADM), Uni. Engineer
4. Budget File
5. Continuing Adult Education