



Ref. No./Fin. IV/284/BE/2012-13/3

Date : 25th March, 2013

The Dean/Head _____

Faculty/Department of _____

University of Delhi
Delhi - 110007.

Sir/Madam,

I enclose herewith a copy of the Revised Estimates 2012-13 and the Budget Estimates 2013-14 in respect of your Faculty/Department.


2. With regard to the above, your attention is invited to the fact that the University Grants Commission has not allocated additional fund projected in the Revised Estimates 2012-13. In order to cope with the deficit, measures are necessarily to be taken to curtail expenditure in order to meet out the shortfall. Maximum economy in expenditure should be observed; therefore expenditure should be allowed only on essential requirements to run the Departments and all other expenditure should be postponed.

3. All expenditure on non-salary components should be regulated in such a manner that the expenditure shall not exceed 55% of the allocation made under Budget Estimates 2012-13. It means that there would be no change/enhancement in the allocation over and above that of 55% of the BE 2012-13 during the current financial year. A decision to this effect was already communicated to you vide letter No. Fin. IV/BE/2011-12 dated 29, February, 2012. In cases where expenditure has already been incurred in excess of 55% under some heads of accounts, it must be ensured that the overall expenditure under Other Charges does not exceed 55% of allocation in Budget Estimates 2012-13. Also the expenditure under different budget heads in Budget Estimates 2013-14 shall not exceed 55% of the allocation made under Budget Estimates 2013-14.

4. The expenditure may be incurred in the light of "Guidelines on Expenditure Management- Economic measures, Rationalization of Expenditure and measures for Augmentation of Revenue" dated 4th October, 2012.

5. With effect from financial year 2012-13, changes were made to revise the budget head structure under 'Other Charges'. A copy of revised budget head structure is enclosed for ready reference.

Yours faithfully,


Finance Officer

Encl. as above.