

IMPORTANT/URGENT/TIMEBOUND

Ac/Finance/2023-24/ 565.

Date :- 09-10-2023

C I R C U L A R

Subject :- Revised Budget for 2023-24 and Budget Estimates for 2024-25.

The Budget for the ensuing Financial Year and the Revised Budget for the current year is due for preparation & submission. A Budget is a financial plan for a defined period (after one year). It includes planned revenues costs & expenses, assets, liabilities and cash flows. The Budget is also the responsibility entrusted with the Finance & Accounts Officer of the University to prepare the Budget Estimate and submit the same annually to the Finance & Accounts Committee. After the approval of the Finance & Accounts Committee, the Budget is recommended to the Management Council for onward final approval of the Senate.

2. As per Rule 2.4 of the Maharashtra Universities Account Code 2012 the Budgetary Units are required to keep their expenditure within the budget provision made available. A section or department may budget for a surplus or deficit for the year only if this is consistent with a strategic plan and agreed by the Finance & Accounts Officer. Also according to the provisions of the Rule 2.9 of the Account Code, the University has to prepare its Revised Budget and Budget Estimates in the proforma that has been approved by the Management Council.

3. Further, according to the provisions of the Rule 2.10 of the Account Code, the Budget should contain the following :-

- i An introductory note or general remarks at the beginning which shall explain salient features of the items provided.
- ii Budget at a glance
- iii Budget Abstract
- iv Budget will be made available preferably in the electronic form CD/Intranet/ Internet). In case hard copy is required by a Senate Member, who applies under his signature, it shall be supplied to the applicant.

4. Further, according to the provisions of the Rule 2.11 of the Account Code, the Budget should contain separate columns for the following :-

- i Code Number according to Unique Coding System.
- ii Classification of Receipt/Expenditure according to heads of accounts including sub-heads.
- iii Actual figures for the previous one year.
- iv Budget Estimates for the current year.
- v Revised Budget Estimates for the current year.
- vi Budget Estimates for the ensuing following year.

5. Further according to the Rule 2.12 of the Account Code the timelines prescribed should be strictly followed. In view of the same following schedule is strictly to be adhered to so as to facilitate the preparation & finalization of the Budget :

BUDGET SCHEDULE AT A GLANCE

Sr. No.	Particulars	Day	Timeline
	<p>Deadline for Submission of Re Appropriation</p> <p>Note: After this date no re appropriation shall be accepted in case of emergency and urgency also.</p> <p>Hence kindly plan expenditures till March 2024 accordingly.</p>		4 th November 2023
1	Incorporation of figures of the Actual Receipt and Expenditure for the Financial Year 2023-24 by the Department/Institution in the Budget proforma Template.	Saturday	4 th November 2023
2	<p>Incorporation of figures of Receipt and expenditure upto 31st October, 2023 (7 months) and proposed from 1st November, 2023 to 31st March, 2024 (5 months).</p> <p>PS: In order to enable availability of the figures of receipt and expenditure till 31st of October, 2023, it is to be ensured that the update accounts are maintained on daily basis in Uni-Suite (mandatory).</p> <p>The new feature in Budget Module is that the reports will automatically show actual on date (date of generation of report). This has been done as per the instructions of Senate Members as it was observed that in last five months provisions are made but till the month of February it is unutilized.</p> <p>Hence while making provisions for last 5 months in revised figures utmost care needs to be taken.</p> <p>Also incorporate re-appropriations made during the year before submission of budgets to Finance and Accounts Section.</p>	Wednesday	15 th November 2022
3	Preparation of draft Revised Budget 2023-24 and Budget Estimates for 2024-25 incorporating the figures of Receipt & Expenditure up to 31 st October, 2023 in the Budget Proforma Template.	Tuesday	21 st November 2023
4	Submission of Revised Estimates 2023-24 and Budget Estimates 2024-25 to the Finance & Accounts Section for vetting by the Scrutiny Committee alongwith copy of VC order of Re appropriations done.	Tuesday	28 th November 2023

5	Scrutiny & vetting of the Budget by the Scrutiny Committee in respect of the Revised Budget & Budget Estimates received from the Head of the Department of the Conducted Colleges / Self Supporting Institutions & simultaneous compilation of the Budget by the F.A.O.	Wednesday To Wednesday	28th November 2023 to 6th December 2023
6	Submission of the draft budget Revised Estimated 2023-24 and Budget Estimates 2024-25 to Hon. Vice-Chancellor for Budget discussion	Wednesday	20 th December 2023
7	Finalization of the Revised Budget Estimates 2023-24 and Budget Estimates for 2024-25 for the submission to the Finance & Accounts Committee	Friday	10 th January 2024

6. It is very important to note that at the time of preparation of the Revised Budget & Budget Estimate **due care should be taken to ensure that budget provisions for all important items of Receipt and Expenditure are taken into account so that further difficulties at the time of incidence of expenditure or classification of receipt upon realization may not arise & create conflicting situation.** In view of this, the following standard instructions & guidelines regarding preparation of the Revised Budget 2023-24 & Budget Estimates 2024-25 need to be carefully observed:

- i The aim should be to achieve budget provision estimation as close to the actual as possible. The provisions to be made shall depend on the nature of the items of expenditure.
- ii **As the University accounts are maintained on accrual basis, the estimates shall take into account such receipts and payments as are expected to be actually received or made in the budget year plus provisions for the current financial year.**
- iii The heads of account shall not be unnecessarily multiplied, **the opening of new Major Heads, Sub Heads are permitted only after obtaining the approval of the Finance & Accounts Section in writing, (Detailed Heads are reserved up to code 000 to 500 at the University level shall be strictly in the range of 501 to 999 & subject to the guidelines given hereinafter).**
- iv New items which are approved and included in the budget shall be highlighted by giving brief notes.
- v Normally no lump sum provision shall be made for any service or scheme. **Any provision proposed having variation up to 15% in the current year's & ensuing year's proposed provision should be supported by the explanatory notes justifying as how the provision is arrived at providing brief narration in the working sheet.**

- vi In the case of schemes financed by outside agencies either fully or partly, the receipt & expenditure estimates shall indicate the sources and the estimated contribution & shall be shown under the "Agency Budget" Part 'C' of the budget.
- vii **The budget estimates under Detailed Heads shall be rounded to the nearest thousand rupees. Ordinarily, provisions amounting to Rs.500/- and above shall be rounded to Rs.1000/- and those below Rs.500/- shall be omitted.**
- viii In regard to estimates receipts & expenditure of each item shall be divided into two parts viz. Capital Expenditure and Revenue Expenditure & shall be shown accordingly in the respective budgetary sectors through allocated code.
- ix The estimates of Construction or Renovation of building works shall be divided into three sub-headings viz. Civil work, Electric work and Fixture & Furniture considering variations in the rates of depreciation on these items.
- X **The salary expenditure of permanent and contractual staff (teaching and non-teaching) should not exceed the tuition fees of that particular financial year.**
- Xi **Any New initiatives, activities, courses, projects information undertaken by the concerned institution should be informed when the budget is being submitted.**
- xii The **Budget Controlling Officer** while reporting the Budget provisions has just to keep in mind while determining the provisions required for the ensuing year about the Receipt & Expenditure at average actuals for the last 3 years & simply vet the requirements in terms of actual for 7 months actual figures & fill the provisions in the appropriate Excel Proforma. The Budget Estimates in the required proforma shall be strictly forwarded through an email. **It is to be noted that no Hard Copy will be accepted at the Finance & Accounts Section until the Budget Estimates are vetted by the Scrutiny Committee & communicated to the concerned Budget Controlling Officer.**
7. **It is also brought to the notice that, all the concerned HoD's are hereby declared as "BCO" as per Rule 1.8 of the Account Code & every Budget Controlling Officer is required to undertake Reconciliation of Receipt and Expenditure at the end of every 2 months with the cashbook unit of the Finance Department and on agreement, the Reconciliation Statement shall be signed by Budget Controlling Officer as well as Finance & Accounts Officer in the Finance Department.** The **Budget Controlling Officer's** & the Finance and Accounts Officer has to keep a constant vigil on the progress of actuals reflected through the account figures as against the relevant budget estimates & to take suitable measures in time with a view to effecting such modifications in the budget estimates as may be found necessary during the process of revised budget or by proposing re-appropriation during the financial year.
8. Further, for any clarification a helpline is provided at fao@sndt.ac.in , dfao@sndt.ac.in , afo@sndt.ac.in and accountant@sndt.ac.in so as to facilitate the

HoDs to directly interact with the Finance & Accounts Officer/ Deputy Finance & Accounts Officer/Assistant Finance and Accounts Officer/Accountant for any assistance or removal of any doubt in order to maintain the Budget preparation & submission timeline.

9. **The timelines for the preparation and submission of the budget as per the schedule need to be strictly adhered to so as to facilitate the vetting of the each Budget Estimate independently by the Scrutiny Committee. Since the compiled Budget Estimates of the University as required to be submitted to the Finance & Accounts Committee on the schedule date, it is therefore very much essential to follow the budget schedule as provided in paragraph 5 hereinbefore. Any delay or non-submission of Budget Estimates within the timeline may consider as budgetary indiscipline & the concerned "Budget Controlling Officer" (HOD) shall be held responsible for the delay in the Budgetary Process.**

It is therefore necessary to pay personal attention to this very important financial process & to ensure that factual realistic Budget Estimates are submitted on the scheduled dates complete in all respects.


(Mr Vikas Desai)
Finance & Accounts Officer

Copy submitted for information :

1. P.A. to Hon.Vice-Chancellor, SNTD Women's University, Mumbai - 400 020.
2. P.A. to Hon. Pro.Vice-Chancellor, SNTD Women's University, Mumbai - 400 020.

Copy for necessary action :

1. The Heads of Department of the SNTD Women's University
2. The Principal of conducted Colleges of the SNTD Women's University
3. The Director of the Institutes/Centres/Department of the SNTD Women's University
4. Head of Administrative / Service Units of the SNTD Women's University
5. Centralized Units, Churchgate, Juhu & Pune