

**SRI KONDA LAXMAN TELANGANA STATE HORTICULTURAL UNIVERSITY  
ADMINISTRATIVE OFFICE, MULUGU, SIDDIPET DISTRICT**

Cir. Memo.No.59/Budget/SKLTSHU/2020-2021

Dated: 23.05.2020

Sub: SKLTSHU – Budget Estimates for the year 2020-2021 – Communication – Certain instructions – Issued.

Ref: Note orders of the Hon'ble Vice Chancellor, dated:23/05/2020.

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1. The proposals for the Budget Estimates 2020-2021 has been approved by the Hon'ble Vice-Chancellor, SKLT Horticultural University.
2. The Budget Estimates for the financial year 2020-2021 containing the details of Pay and Allowances, Contingencies, Common Expenditure, Works etc., are communicated to the Officers noted in the address entry.
3. The Associate Deans of Colleges/Principals of Polytechnics/Heads of Research stations and schemes shall incur the expenditure from the provisions made in the Budget Estimates for 2020-2021, the expenditure must be sanctioned by an order of the competent authority to sanction.
4. It must be noted that mere provision will not permit to incur the expenditure without proper justification.
5. The Budget allotted under State Plan shall be incurred in a proportionate manner by observing quarterly regulation except in the case of telephone charges, electricity and water charges, vehicle tax, insurance. The Assistant Comptroller should follow the quarterly regulation of expenditure while admitting the bills
6. All the Associate Deans of Colleges/Principals of Polytechnics/Heads of Research Stations and Schemes and all other Heads of offices etc., are requested to strictly follow the above instructions in operating the Budget for the year 2020-2021 and keep the expenditure within the amount allocated for the purpose by observing utmost economy without detriment to the objectives for which provisions have been made in the Budget Estimates.
7. All the Estimating Officers are requested to note that, sufficient provisions have been made under all the Head of Accounts after taking into consideration the proposals submitted by them in consultation with the Deans, Directors etc., Hence, it may be noted that proposals for provision of any additional funds under any head will not be entertained during the financial year 2019-2020 under any circumstances. They are also informed that they should not come up with proposals for re-appropriation of funds from one sub-Head to another simply because of availability of savings, particularly from out of the savings available under the sub-heads Labour wages, Vehicles tax, Insurance and Recurring contingencies to Non-recurring contingencies and vice-versa. It may also be noted that any proposals or re-appropriation will be examined thoroughly and will be attracted by Audit for excess estimation by the Estimating Officer and he will be held responsible for such higher estimation in Budget Estimates 2020-2021.
8. The Estimating Officers are further informed that the ICAR, GOI, Zonal Project Directorate, KVK, AICRP etc have so far not communicated sanctions in respect of certain schemes financed by them for 2020-2021. The concerned Heads of schemes are requested to pursue vigorously and obtain specific sanctions from the funding agencies at an early date to concerned Dean's and Director's etc and take University sanctions.



9. All the Associate Deans of Colleges/ Principals of Polytechnics / Heads of Research Stations and Schemes, programme coordinators of KVK's and the Assistant Comptroller should follow the quarterly regulation of expenditure while admitting the bills. Further, the bills submitted will be accepted only when the physical amount is received from Government of Telangana State. In this regard all the All the Associate Deans of Colleges/ Principals of Polytechnics / Heads of Research Stations and Schemes, programme coordinators of KVK's should submit the bills only when the physical amount is received through Government of Telangana State.

10. All the Associate Deans of Colleges/ Principals of Polytechnics / Heads of Research Stations and Schemes, programme coordinators of KVK's and all other Heads of Offices etc., are requested to strictly adhere to the instructions detailed above.

11. The Estimates for 2020-2021 is available in University website: [www.skltsu.edu.in](http://www.skltsu.edu.in).

*A. Kisan Kumar*  
COMPTROLLER  
*PK*

To  
All the Associate Deans of Colleges of Horticulture  
All the Principals of Polytechnics  
All the Heads of Research Stations/Schemes  
All the Programme coordinators of KVK  
All the University Officers  
Copy to the Registrar, SKLTSHU  
Copy to the Vice-Chancellor, SKLTSHU  
Copy to SF/SC