



IMPORTANT/URGENT/TIMEBOUND

Ac/Finance/2020-21/ **130**

Date :- 21-11-2020

C I R C U L A R

Subject :- Revised Budget for 2020-21 and Budget Estimates for 2021-22.

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 |
|---------|---|------------------|--|
| 1 | Incorporation of figures of the Actual Receipt and Expenditure for the Financial Year 2020-21 by the Department/Institution in the Budget proforma Template. | Monday | 23 rd November 2020 |
| 2 | Incorporation of figures of Receipt and expenditure upto 31 st October, 2020 (7 months) and proposed from 1 st November, 2020 to 31 st March, 2021 (5 months). PS: In order to enable availability of the figures of receipt and expenditure till 31 st of October, 2020, it is to be ensured that the update accounts are maintained on daily basis in Uni-Suite (mandatory). | Saturday | 4 th December 2020 |
| 3 | Preparation of draft Revised Budget 2020-21 and Budget Estimates for 2021-22 incorporating the figures of Receipt & Expenditure up to 31 st October, 2020 in the Budget Proforma Template. | Monday | 7 th December 2020 |
| 4 | Submission of Revised Estimates 2020-21 and Budget Estimates 2021-22 to the Finance & Accounts Section for vetting by the Scrutiny Committee. | Saturday | 11 th December 2020 |
| 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. | Friday To Monday | 20 th December 2020 to 24 th December 2020 |
| 6 | Submission of the draft budget Revised Estimated 2020-21 and Budget Estimates 2021-22 to Hon. Vice-Chancellor for Budget discussion | Friday | 2 nd January 2021 |
| 7 | Finalization of the Revised Budget Estimates 2020-21 and Budget Estimates for 2021-22 for the submission to the Finance & Accounts Committee | Friday | 8 th January 2021 |

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 2020-21 & Budget Estimates 2021-22 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 as per ANNEXURE – C.**
- 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 Budget document shall be strictly in the prescribed proforma in Excel Sheet as per Annexure – A (Proforma for Revised Estimates 2020-21 and Budget Estimates 2021-22), Annexure-B introductory Note & Important**

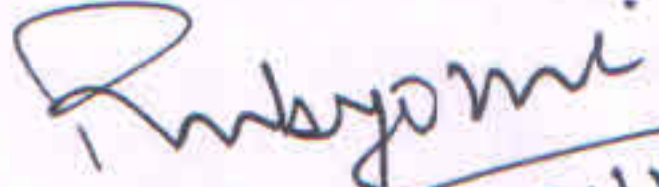
Achievements) & Annexure-C (Working Notes Justifying Budget Provisions & Variations) as made available per Budget Proforma Templates. The proforma for the Revised Budget & the Budget Estimates are separate & the information submitted will be collated at the Finance & Accounts Section for onward submission of the Budget Estimates.

- xi **The figures of Revised Budget Estimate submission process is made very easy & simple, substituting preparatory work & submission of manual hard copy with Excel File proforma & e-mode for submission. A proforma in the form of Excel File spread over multiple sheet is provided herewith as per Annexures mentioned hereinafter, wherein the Budget Controlling Officer has just to put the accurate estimated figures & add few Detailed Heads from the point of allocated coding range & simply send the files by email to dfo@sndt.ac.in and afo@sndt.ac.in Thus great amount of labour & redundancy in preparation of Revised Budget & Budget Estimates at two different occasions is avoided. 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 Deputy Finance & Accounts Officer in the Finance Department. The Budget Controlling Officer's & the Deputy Finance 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. **In view of the aforesaid instructions Revised Budget for the Financial Year 2019-20 and Budget Estimates for the Financial Year 2020-21 will have to be simultaneously prepared as per Proforma Annexure - A. Further wherever required the supporting information and introductory note of Department/Institution/Conducted College/Self Supporting Unit with remarks / comments about the genuine activities is to be provided as per the proforma prescribed vide Annexure - B & the working notes in support of budgetary provisions or budgetary variance are to be provided in Annexure - C.**

Further, for any clarification a helpline is provided at fao@sndt.ac.in , dfo@sndt.ac.in , afo@sndt.ac.in and accountant@sndt.ac.in also on landline telephone number 22088296 and 22074944 so as to facilitate the HoDs to directly interact with the Finance & Accounts Officer/ Deputy Finance & 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.


(Dr. Ruby Ojha) 21/11/2020
Finance & Accounts Officer (Addl.Charge)

Copy submitted for information :

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

Copy for necessary action :

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