



# BANKURA UNIVERSITY

(West Bengal Act XIX of 2013- Bankura University Act, 2013)

Main Campus, Bankura Block-II, P.O.: Purandarpur,

Dist.: Bankura, Pin- 722155, West Bengal

## Department of Finance

No: BKU/FO/524/2024

Date: 13.09.2024

### CIRCULAR

#### Sub: Budget Estimates of 2025-2026 and Revised Estimates of 2024-2025

This is for information of all HODs (both Academic & Administrative) that in order to exercise the Revised Estimates and Budget Estimates of the University for the year 2024-2025 and 2025-2026 respectively, the suggestions and recommendations of the budget expenditure are hereby invited from the respective departments for consideration in the University Budget.

In this context, it is very much important to ascertain need-based actual requirement for the Revised Estimates as well as for the Budget Estimates.

In order to streamline the process, a **Proforma** containing different head of accounts are enclosed herewith for ready reference. Besides, extra item if any, may be provided with suitable narration.

HODS/Coordinators/In-charges of the Self Financing Courses are requested to kindly peruse enclosed proforma and provide inputs for incorporation in the Budget within 07.10.2024 positively. If not received within 07.10.2024 it would be presumed that the Department has no suggestion for any change/incorporation.

Co-operation of all concerned is highly solicited.

  
**Finance Officer**  
**Bankura University**

FINANCE OFFICER  
BANKURA UNIVERSITY

Encl: Proforma.

Copy to:

1. Dean, Faculties of Post-Graduate Studies.
2. All Academic & Administrative Heads.
3. The System Administrator for uploading in the Website.
4. The Secretary to Hon'ble Vice-Chancellor for his kind information.



## PROFORMA

**Information on the following items for consideration in the Revised Budget Estimates for the year 2024-2025 and Budget Estimates 2025-2026.**

Name of Teaching Departments:

Student Strength:

1st year

2nd year

No. of Special Papers:

Prof.		Asso Prof.		Asst. Prof.		Prof:		Asso Prof.		Asst. Prof.		Prof:		Asso Prof		Asst. Prof.	
				:										.			

Sanctioned Teaching Post:

Filled up:

Vacant:

### **Head of Expenditure**

**Revised Budget  
2024 – 2025 (Rs.)**

**Budget Estimates  
2025 – 2026 (Rs.)**

#### **RECURRING**

1. Special Lecture/Extension Lecture
2. Departmental Journal
3. Field, Study Tour (Marks to be mentioned)
4. Departmental Contingency
5. Seminar/ Work Shop
6. Teaching Aid Materials
7. Examination Contingency
8. Computer Stationary (Marks to be mentioned)
9. Computer Maintenance
10. Personal Research Grant
11. Expenditure under
  - a) Seminar & Work Shop
  - b) Publication Grant
  - c) Travel Grant
  - d) Visiting Professor
  - e) Visiting Fellow
12. Any other item (attach separate sheet)
13. For Lab. Based departments
  - a) Chemical/Glass Wares/ Life specimen
  - b) Lab. Contingency
  - c) Repair & maintenance of Equipments
  - d) Fuel/Gas etc.
  - e) Any other item

#### **NON RECURRING (For all Departments):**

1. Books & Journals
2. Periodicals
3. Lab. Equipments
4. Furniture

**Signature of the Head of the Department**

**Date:-**