

**PROFESSOR JAYASHANKAR TELANGANA AGRICULTURAL UNIVERSITY  
ADMN. OFFICE: RAJENDRANAGAR: HYDERABAD-30.**

Circular Memo.No.6574/BG/2024.

Dated :11.04.2025.

Sub:- PJTAU – Revised Budget Estimates 2024-25 and Budget Estimates for the year 2025-26 - Communication – Certain instructions - Issued.

Ref :- 1. Memo.No.,Cir. Memo.No.6574/BG/2024 Dated.23.12.2024 of the Comptroller, PJTAU, R'nagar.  
2. The Board of Management vide Board Resolution No.942, dt.25.03.2025

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The University, vide reference 1<sup>st</sup> cited, have called for the proposals for the Revised Budget Estimates 2024-25 and Budget Estimates for the year 2025-26 from all the Estimating Officers including the University Officers and the proposals received from them have been finalized in consultation with the concerned Deans/Directors and other University Officers.

2. The Revised Budget Estimates 2024-25 and Budget Estimates for the year 2025-26 (12 months) 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 / Associate Directors of Research of Regional Agricultural Research Stations / Heads of Research Stations and Schemes, Program Coordinators of K.V.Ks., Coordinators of DAATT Centers, Principals & Vice Principals of all Polytechnics and all other Heads of Offices, are informed that they shall incur the expenditure from the provisions made in the Budget Estimates for 2025-26, provided, the following two conditions are satisfied.

- i) The expenditure must be sanctioned by an order of the authority competent to sanction such expenditure and
- ii) Sufficient funds must have been provided for the expenditure in the Budget for the current financial year.

4. The above two conditions are independent. They must always ensure that both the conditions are satisfied before they incur any expenditure from the University funds.

5. At the same time, it may be noted that mere provision will not permit to incur the expenditure without proper justification.

6. **The Budget allotted under "Revenue – Establishment & Scheme Expenditure" shall be incurred in a proportionate manner by observing quarterly regulations except in the case of labour wages, telephone charges, electricity and water charges, cultivation expenses, vehicle tax, Insurance. The Asst. Comptrollers should follow the quarterly regulations of expenditure while admitting the bills.**

7. **The proposals for sanction of expenditure under "Revenue – Establishment & Scheme Expenditure", I.C.A.R, Government of India, Other Agencies and other Heads of Accounts beyond the powers of Associate Deans/ Associate Directors of Research / Heads of Research Stations & Schemes and also for incurring expenditure under Non-Recurring Contingencies, Common Expenditure and Works should be sent invariably to the University duly enclosing the prescribed Proforma (copy enclosed) after filling up the columns and in the absence of which the proposals will not be considered. The Asst. Comptrollers are also advised not to admit the bills presented for payment without the concurrence of the Comptroller in respect of Non-Recurring Contingencies Common Expenditure and Works.**

8. All the Associate Deans of Colleges, / Associate Directors of Research of Regional Agricultural Research Stations / Heads of Research Stations and Schemes, Program Coordinators of K.V.Ks and Coordinators of DAATT Centers of PJTAU Principals & Vice Principals of all Polytechnics, all other Heads of offices etc., are requested to strictly follow the above instructions in operating the Budget for the year 2025-26 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.

9. All the Estimating Officers are informed that, sufficient provisions have been made under all the Heads of Accounts after taking into consideration the proposals submitted by them in consultation with the University Officers. Hence, it may be noted that proposals for provision of any additional funds under any head will not be entertained during the financial year 2025-26 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". It may also be noted that any proposals for 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, 2025-26.

10. The Estimating Officers are further informed that the ICAR / GOI have so far not communicated sanctions in respect of certain schemes for further continuation of Co-ordinated and other ICAR Projects / Schemes for 2025-26. Therefore, the provisions towards pay and allowances and contingences in respect of ICAR / GOI Schemes etc., are made based on the Revised Estimates for 2024-25 presuming that those Schemes will continue, pending receipt of sanction orders of the Schemes during the year 2025-26. Hence, the concerned Heads of Schemes are requested to pursue vigorously and obtain specific sanctions from the funding agencies at an early date.

11. All the Associate Deans of Colleges / Associate Directors of Research / Heads of Research Stations and Schemes, Heads of K.V.Ks., DAATT Centers, Principals & Vice Principals of all Polytechnics, all other Heads of Offices etc., are further informed that Budget Estimates for the year 2025-26 is hosted in the University web-site and can be accessed at the address "[www.pjtau.edu.in](http://www.pjtau.edu.in)" and all the Heads of Offices are requested to download their Budget Estimates well in advance. Further, they are also informed that the Budget Estimates for the year, 2025-26 will be available on the web-site upto 31<sup>st</sup> December, 2025 only. Further requests for supply of budget books shall not be entertained.

K. SRINIVASA RAO  
COMPTROLLER

To

All the Associate Deans of Colleges, PJTAU.  
All the Associate Directors of Research of Regional Agril. Research Stations  
All the Principals & Vice Principals of Agricultural Polytechnics.  
All the Heads of Research Stations/Schemes.  
All the Programme Coordinators of K.V.Ks.  
All the Co-ordinators of DAATT Centers.  
All the Asst. Comptrollers.  
The Executive Engineer, Engineering Division, R'nagar.  
All the Deputy Executive Engineers  
Copy to all the University Officers.  
Copy to P.S. to Vice-Chancellor  
Copy to P.A. to Registrar / Comptroller.  
All other Officers in the Admn. Officers.  
All the Sections concerned in Admn. Office.  
Copy to SI/Sc.

//f.b.o.//

  
SUPERINTENDENT  
11/11/2025

**PROFORMA FOR SANCTION OF EXPENDITURE BY THE UNIVERSITY**

4. Name of the College/Res. Station/Scheme :
5. Designation of the Head of Office :
6. Description of the item/expenditure  
Proposed for sanction (in brief) :
4. Financial year :
5. Head of account to which the expenditure  
is to be debited :
  - a. Major Head :
  - b. Sub-Head :
  - c. Minor Head :
6. Budget provision for the year 2025-26 : Rs.
7. Expenditure incurred so far : Rs.  
(Specify the date)
8. Balance available (7 – 8) : Rs.
9. Amount now proposed for sanction : Rs.
10. Justification for sanction of expenditure :  
(in brief)

**SIGNATURE AND DESIGNATION  
OF THE HEAD OF OFFICE**