



J. C. Bose University of Science and Technology, YMCA, Faridabad  
(formerly YMCA University of Science and Technology)  
Accredited 'A+' Grade by NAAC  
A State Govt. University established wide State Legislative Act. No. 21 of 2009  
SECTOR-6, FARIDABAD, HARYANA-121006  
web: [www.jcboseust.ac.in](http://www.jcboseust.ac.in)

### **Urgent/Time Bound**

No.: Accounts/2025-26/2224

Dated: - 30<sup>th</sup> Jan, 2026

**Sub: - Budget Estimates 2026-2027**

The Budget Estimates for the financial year 2026-2027 is to be prepared for Finance Committee Meeting. All are therefore requested to send the head wise and course wise (Subject) requirement for the financial year 2026-27 with detailed justification to the Accounts Section up to 10.02.2026 of your section /department in below mention format :

Sr. no.	Head	Budget Amount
1	Machinery & Equipment	
2	Material & Supply	
3	Printing & Stationery	
4	Advertisement	
5	Library Books	
6	Glassware & Chemicals	
7	TA/DA & Honorarium	
8	Telephone & Internet Bills	
9	Seminar/Conference/Workshop Exp.	
10	Research & Development exp.	
11	Maintenance Work (if any)	
12	Misc Contingencies	



13	Computers/Laptops & Printers	
14	Other Exp (if any with specification)	

So that the proposed budget may be prepared well in time to put it in Finance Committee Meeting.

**Endst no. :-**

**Dated 30.01.2026**

A copy of above is forwarded to the following :-

1.	All Deans
2.	All Chairpersons/Incharges
3.	All Head of Departments/Sections
4.	DR(Aff&Reg)  (i) To supply the list of students of aided and un-aided separately for each course sanctioned wise and semester wise i.e. B. Tech, M. Tech, MCA, MBA, M.Sc.,B.Sc ,BAJMC,MAJMC,BSW & MA Eng. etc. Separately. (ii) Affiliation & Reg. fee if any from affiliated colleges
5.	Asstt. Registrar (Purchase)  (i)He is requested to give his consolidated requirement of all the section/departments for 2026-2027 separately. (ii) Requirement of printing & stationery.
6.	Dy. Registrar (Estb) She is requested to supply the following information: (i) Requirement of budget for the section. (ii) Copy of abstract of sanctioned post, filled post (Deptt. & Name wise) for the year <del>2026-2027</del> (Grant-in-Aid & SFS separately) with sanction letter (iii) List of retirees during the year along with EL due to them for Leave Encashment and admissible period of Gratuity for making provision in



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	the budget. (iv) List of increment of July 2026 & Jan 2027. (v) List of Sanctioned post of outsource employees with sanction letter Note: All documents/List should be signed with seal.
7.	Librarian (i) Requirement of budget for books/software Department wise mentioned GIA or SFS
8.	Workshop Superintendent (i) Purchase of Vehicles if any. (ii) Maintenance & Insurance of Vehicles.
9.	Other Cells & Departments Head/Incharge i.e. Scholarship, Proctor, CIL, ICC, Women Cell, Legal cell, Centre for Energy Studies

Note: The Department should also mention any income received in form of grant/fees and fine/registration/consultancy/affiliation income/RR/CR etc.

  
**CONTROLLER OF FINANCE**  
JW

Copy to:-

- PA to VC for kind information of Hon'ble Vice Chancellor.
- PA to Registrar for kind information of W/Registrar.
- System Analyst for uploading the notice on University Website