



Urgent/Time Bound

No.: Accounts/2025-26/२२२४

Dated: - 30th 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 (Dept. & Name wise) for the year 2026-2027 (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



J. C. Bose University of Science and Technology, YMCA, Faridabad

(formerly YMCA University of Science and Technology)

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SECTOR-6, FARIDABAD, HARYANA-121006

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

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

Kumar
CONTROLLER OF FINANCE

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