

DR. PANJABRAO DESHMUKH KRISHI VIDYAPEETH, AKOLA
FINANCIAL ADMINISTRATIVE DIVISION
C I R C U L A R

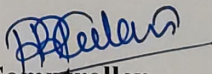
No.FAD/BGT/RE-NP/2021-22/ 1252.

Dated: - 02/11/2021

1. Eight Monthly Revised Estimates of the University of the year 2021-22 in respect of Non Plan schemes are required to be submitted to State Council/Government as per schedule prescribed in university Account Code. In order to submit the revised estimate in time, the revised estimates of receipt & expenditure for the year 2021-22 in respect of Non Plan schemes should be prepared as per existing Grant-in-aid formula and submitted so as to reach the same to this division by 01/12/2021 in the enclosed proforma (I to V).
2. In case the revised estimates are not received by 01/12/2021, it would be difficult for FAD to incorporate provision for funds for salary and contingencies. The receipts accrued & likely to be received should be given on realistic basis.
3. The provision proposed in the estimates do not constitute any authority for incurring expenditure over and above the sanctioned grants and receipts permitted, unless additional grants are released by Financial Administrative Division. This should be categorically noted & no additional expenditure be incurred.
4. All Implementing officers/ DDO's are, therefore, requested to prepare and submit Revised Estimates for 2021-22 on or before 01/12/2021 positively, to enable Financial Administration Division to consolidate the proposals and submit it to the authorities within prescribed time limit.
5. All proforma I to V are mandatory & should be filled in accurately.
6. The implementing officers should take due care of inclusion of required provision properly in the revised estimates.
7. In case you feel the existing funds are more than sufficient, you may properly surrender the funds with proper justification.

This should be treated as most urgent and be given TOP PRIORITY.

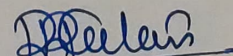
महत्वाचे टिप: माहे नोव्हेंबर-२०२१ चे वेतन व लेखाधिकारी, अकोला/ नागपूर यांनी पडताळणी केलेले मासिक खर्च विवरणपत्र सोबत जोडण्यात यावे अन्यथा सुधारीत अंदाजपत्रक सन २०२१-२२ स्वीकरण्यात येणार नाही याची दक्षता घ्यावी.


Comptroller

Dr. Panjabrao Deshmukh Krishi Vidyapeeth,
AKOLA

Copy forwarded with compliments to the:-

1. Implementing Officers (All). _____
2. Drawing & Disbursing Officers (All) _____
For favour of information and necessary action.
3. Pay & Accounts Officer, Dr. P.D.K.V., Akola/ Nagpur for information & necessary action. They should send details of office/scheme wise and itemwise actual **expenditure incurred up to 30.11.21 so as to reach this office by 1st Dec.2021 positively.**


Comptroller

ABSTRACT **PROFARMA-I**

Statement showing the sanctioned posts and provision proposed in Revised Estimates for 4 months i.e. December 2021 to March 2022.

Sr No.	No of sanctioned posts	Filled post	Vacant post	Name of Employees	Design -ation	Pay Band	Pay as on 01.12.2021	Pay	Total	DA 28%	HRA	C L A	Tra Allow	Was Allow	M.R	LTC	Leave Encashment on retirement	Senior scale/CAS/ Selection Gr. Scale to academic staff	Time bound Promotion to ministry staff	Total salary for four months No. 10 to 19	Justification for addl. requirement	Grand Total
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15		16	17	18	19	20	21	22
						I- S27-S30																
						Total																
						II-																
						1. S22-S26																
						2. S16-S21																
						Total																
						III-																
						1. S13-S15																
						2. S6-S12																
						Total																
						IV-																
						1. S5-S8																
						2. S1-S4																
						Total																
						Grand Total																

Signature of D.D.O.

PROFARMA-II

Statement showing the list of leave encashment of employees to be retired Dec.2021 to March 2022 during 2021-22

Sr.No.	Name of employees	Designation	Date of Retirement	Basic pay as on retire Date (B.Pay+DA)	Salary of last month increment	Balance of leave (no. of days)	Total claims of encashment to be paid during 2021-22
1	2	3	4	5	6	7	8
Grand Total							

Signature of D.D.O.

PROFARMA-III

Eight monthly revised estimates for the year 2021-22

Sr. No		Salary	Details of Cont.											Maintenance of building	Girls Hostel Fee & Education Fee (Reimbursement)	Grand Total	Rev. Receipt
			Office Exp.	Electr -lcty	POL	Vehicle Tax& Insurance	Tele pone	Machine cost	Other cont.	Edu.	Wages including Tech.Staff	Trav -eling	Total Cont- gency				
1	Name of object	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17
2	Actual expenditure For 2020-21																
3	Original sanction Budget for 2021-22																
4	Actual expenditure for eight months 1-4-2021 to 30-11-2021																
5	Probable requirement for 4 months 01-12-2021 to 31-3-2022																
6	Regular & pending Claims of employee with details																
7	Total requirement for 2021-22 (4 to 6)																

Signature of D.D.O.

PROFARMA-IV

Eight monthly revised estimates for the year 2021-22 RECEIPT

Sr. No.	Estimated receipt For 2021-22	Actual receipt realized from 1-4-2021 to 30-11-2021	Anticipated receipt for 01-12-2021 to 31-3-2022	Total receipt to be realized during 2021-22 (3+4)
1	2	3	4	5

Signature of D.D.O.