

**MOST URGENT**

**INSTITUTE OF HUMAN RESOURCES DEVELOPMENT**  
Prajoe Towers, Vazhuthacaud, Thiruvananthapuram – 14

No. Fin C1/11630/17/HRD

Dated: 20.10.2017

**CIRCULAR**

**Subject:-** Preparation of Budget proposals for the year 2018– 2019- Reg.

1. All Heads of institutions of IHRD are directed to furnish Budget proposals in Proforma I, II, IIIA and IIIB to facilitate preparation of Revised Budget for 2017-18 and Budget estimates for 2018-19. Proposals completed in all respects should reach this office before **30.11.2017**.
2. Approved Budget for 2017-18 has already been sent to all institutions for reference. The following points should be borne in mind while preparing the proposal.
  - i. Budget estimates shall be prepared as realistically as possible. Anticipated receipts and expenditure should be based on the last year's actuals and recent relevant developments in the institution. Before preparing the proposals, the Guidelines attached to the Circular shall be referred to thoroughly.
  - ii. The resources of IHRD are not sufficient to meet the total expenditure and the financial assistance from the Government is also limited. So concerted effort should be taken to increase the receipts while limiting the expenditure to very minimum.
  - iii. Details of Grant-in-aid from IHRD in Proforma I for 2018-19 will be filled by IHRD HQ. However, details of grant-in-aid for 2016-17 and 2017-18 shall be filled up by the institutions concerned.
  - iv. Funds received from other sources such as NABARD, MHRD, TEQIP, Skill Development Program, ASAP etc. shall be given under the head "Projects" in Proforma I. Expenditure on these funds shall be given agency wise under "Projects" in Proforma II.

- v. Salary should be assessed on the basis of the Basic Pay as on 1.4.2018. Only salary of regular staff need be considered under Proforma III A. Vacant posts shall not be considered for the purpose. A total of 8% of basic pay may be provided for DA for all categories of employees. Pay Revision component for staff coming under State scale shall be calculated at 20% of the basic pay while for those coming under AICTE/UGC scales, 15% may be provided for it.
- vi. A hike of 15% over the existing provision for wages may be provided for temporary / contract employees. This may be shown in proforma III B.
- vii. The only unknown factor in estimating student strength and calculating fee for 2018-19 is the first year admissions. Fee for 2018-19 shall be estimated at actual student strength other than for the first year students. The first year intake may be estimated on the basis of the average of the last three years. A 10% hike above the trend may be projected and in any case the estimate for first year students shall not be less than 75% of the sanctioned strength.
- viii. In case any clarification is required on preparation of Budget proposals, assistance from head office may be sought.
- ix. Care should be taken to avoid mistakes and omissions in the proposal as pointed out by this office on earlier occasions.
- x. Revised budget estimate for 2017-18 should be given without making any change in the total amount earmarked in the budget estimate for 2017-18.
- xi. Receipt of this Circular and enclosures may be acknowledged.

Sd/-

**Dr. P Suresh Kumar**  
**DIRECTOR**

Encl:-  
1. Guide lines  
2. Proforma I  
3. Proforma II  
4. Proforma III A  
5. Proforma IIIB

To

1. All Heads of Institutions under IHRD
2. CA to Director
3. Deputy Director
4. Administrative Officer
5. Finance Officer
6. Asst. Exe. Engr. (He is requested to furnish the anticipated expenditure for the Maintenance / construction of buildings for 2018-19)
7. FIN B, IT Division , Purchase, Academic , Establishment Section Heads in the IHRD (Head Quarters) (They are requested to furnish Revised Budget Estimate for 2017-18 and Budget Estimates for 2018-19)
8. Stock file / Office copy

**Approved for Issue**

**Sd/-**

**Financial Consultant / Advisor**

**INSTITUTE OF HUMAN RESOURCES DEVELOPMENT**  
**GUIDELINES FOR PREPARING BUDGET ESTIMATES 2018-19**

Head of Account in the format of Budget	Head of Account in Tally	Remarks
<b>A. Income</b>		
1. Course Fee (Except IHRD course Fee)	All heads under Course Fee subgroup except IHRD course fee	
2. IHRD Course Fee	IHRD course fee under course Fee subgroup	
3. Bank Interest	Bank Interest-SB & Bank Interest-FD under Miscellaneous Income subgroup	Interest on SB & FD in Banks
4. Consultancy Fee	Consultancy fee under Miscellaneous Income subgroup	Consultancy fee collected from projects undertaken by Institution
5. Miscellaneous Income	All heads under Miscellaneous Income subgroup except 3 & 4 above.	Income from all other sources not included in any other Heads.
6. Administration Fee	Administration Fee	This head is for use of IHRD head quarters only
<b>Total Income A :</b>		
<b>B) Other Receipts</b>		
1. Projects	Projects in Cost Centre	Grant received from ASAP, NABARD, TEQIP, MHRD etc.
2. Grant – in-aid	Grant – in-aid	Expected Grant – in-aid from Government
<b>Total B :</b>		
<b>Total (A+B) :</b>		

Head of Account in the format of Budget	Head of Account in Tally	Remarks
<b>C. Revenue Expenditure</b>		
1. Salary	Salary	Gross salary of regular employees
2. CPF Contribution	CPF Contribution	Employers contribution towards CPF of regular employees
3. Gratuity Premium	Gratuity Premium	Gratuity premium for regular employees
4. Medical Reimbursement	Medical Reimbursement	Medical reimbursement of regular employees
5. Wages	Wages	Daily/Hourly/Consolidated payment to non-regular employees such as Guest Lecturers, watchers etc.
6. Remuneration	All heads under 'Remuneration sub-group' except 2,3,4 above.	Remuneration to employees other than salary & wages
7. Contingencies	Contingency Sub Group	
i) Building rent	Building rent	
ii) Electricity Charges	Electricity	
iii) Fuel Charges	Fuel charges	Do not add Fuel charges to Maintenance of Vehicle
iv) News Paper/Periodicals	News paper/Periodicals	Library books/ journals not included.
V) Postage Charges	Postage Charges	
vi) Telephone Charges	Telephone charges	Telephone charges including CUG but excluding internet charges for BSNL Broad band connection .
vii) Water Charges	Water charges	
<b>*8. Miscellaneous Expenses</b>	All heads under Miscellaneous expenses sub-group.	All expenses not included in any other Head
<b>* 9. Office Expenses</b>	All heads under office expenses sub- group except Travel Expenses	Expenses in connection with functioning of the office

Head of Account in the format of Budget	Head of Account in Tally	Remarks
10. Travel Allowances	Travelling expenses under 'Office expenses' sub-group	TA/DA paid to employees
11. Maintenance of Building	Maintenance of building	
12. Maintenance of Vehicle	Maintenance of Vehicle	Maintenance expenses of vehicles except fuel charges. (fuel charges should be given under contingencies)
13. Maintenance of Furniture	Maintenance of Furniture	
14. Maintenance of Machinery & Equipments	Maintenance of Machinery & Equipments	
<b>*15. Student Expenses</b>	All heads under Student Expenses sub group except Lab consumable , internet charges and E-Journal	
16. Laboratory consumables	Lab consumables under Students Expenses sub-group	Consumable items for Laboratories
17. Internet Charges	Internet Charges	All internet charges including Broad band and NM ICT connections
18. Administration fee	Administration fee under Establishment Expenses sub-group	Administration fee to IHRD Head Quarters
<b>*19. Establishment Expenses</b>	All heads under Establishment Expenses sub-group except Administration fee	Charges paid to University, Property tax, service tax etc.
<b>Total C :</b>		
<b>D. Capital Expenditure</b>	Fixed Assets sub-group	
20. Books & Journals	Books & Journals	Library books, journals, E-journals
21. Building Construction	Building & Construction	Original works excluding repair & maintenance but including "special repairs"
22. Computer Hardware & Accessories	Computer Hardware & Accessories	
23. Machinery & Equipment	Laboratory Equipment, Machinery & Equipment	Machinery and equipments other than Computer Hardware & Accessories and software licenses

Head of Account in the format of Budget	Head of Account in Tally	Remarks
24. Software License	Software License	
25. Furniture & Fixtures	Furniture & Fixtures	
26. Land	Land	Cost of land, lease amount of land etc.
27. Motor Vehicle	Motor Vehicle	
<b>Total D :</b>		
<b>E. Projects</b>	Summary of All expenditure heads under each project accounted as a cost-centre	All the expenditure using funds such as ASAP, NABARD, MHRD, TEQIP
<b>Total E :</b>		
<b>Total Expenditure (C+D+E):</b>		

#### Head of Institution

- \* **Note:** Only the following subheads in tally should be added under the main heads shown below

<b>Misc. Expenses</b>	<b>Office Expenses</b>	<b>Establishment Expenses</b>
1. Advertisement Charges	1. Bank Charges	1. Course Affiliation Fee
2. Audit Fee	2. Hospitality	2. Recognition Fee
3. Campus Cleaning Charges	3. Office Consumables	3. University Annual Admn. Fee
4. Consultancy Charges	4. Photocopy Charges	4. University Charges Paid
5. Legal charges	5. Printing and Stationery	
6. Other Expenses		
7. Spectacle Allowance		
8. TDS Service Charge		
9. Valuation Camp Expenses		

- **Student Expenses**

1. Arts & Sports
2. College Union Expenses
3. Exam Expenses – HSE
4. Exam Expenses – THSLC
5. External Exam Expenses
6. Internal Exam Expenses
7. Placement Cell Expenses
8. Refund of Course Fee
9. Refund of Fee (SC/ST/OEC)
10. Student Expenses
11. Student Stationery
12. Student Study Material
13. Women Development Cell