

MOST URGENT

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

No. Fin C1/7393/2020/HRD

Dated: 19.10.2020

CIRCULAR

Subject: Preparation of Budget Estimates for 2021-22 - Proposals called for - Reg.

1. All Heads of institutions of IHRD are directed to furnish Budget proposals in Proforma I, II, III, IV and V to facilitate preparation of Budget estimates for 2021-22 and Revised Budget estimates for 2020-21. The Proforma is appended to this Circular and is available at www.ihrd.ac.in. It shall be ensured that only the excel format available in the IHRD's website shall be used to prepare the Budget proposals (should **not** be in word/pdf or other formats). The duly filled proposals, both hard and soft copies, completed in all respects should reach this office before **26.11.2020**. The soft copies shall be mailed to finc.ihrd@gmail.com.
2. The following points shall be taken into account while preparing the Budget proposal.
 - i. Budget estimates shall be prepared as realistically as possible. Anticipated receipts and expenditure should be based on previous years' actuals and recent 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 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. Estimates of Grant-in-aid (Plan and Non-Plan funds) for 2021-22 in Proforma I(column 8) shall be left blank. However, details of grant-in-aid

received in 2019-20 and revised estimates for 2020-21 shall be filled up by the institutions concerned itself.

- iv. While preparing Revised Budget Estimates for 2020-21, it shall be ensured that no change is effected in Budget Estimates column for 2020-21(column 4 of Proforma I and II). It will remain as approved earlier and changes shall be reflected only in the Revised Estimates column.
- v. 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.
- vi. Salary should be assessed on the basis of the Basic Pay as on 1.4.2021 as per existing pay scales. Salary of regular staff need only be considered under Proforma III. Vacant posts shall not be considered for the purpose. A provision of 35% and 171% of basic pay may be provided under State Scales and AICTE/UGC Scales, respectively for calculating the total expenditure on DA,HRA, CCA etc taken together. Pay Revision component for staff coming under AICTE/UGC may be provided at 15% .
- vii. The only unknown factor in estimating student strength and calculating fee for 2021-22 is the first year admissions. The first year intake may be estimated on the basis of the trend over the last three years and in any case the estimate for first year students shall not be less than 70% of the sanctioned strength. Fee of students other than the first year students, shall be estimated at actual student strength.
- viii. Expenses in respect of Arts & Sports, College Union Expenses, Placement Cell expenses, Women development Cell expenses etc may be met from Student amenities fund expenses. However, the Budget estimates should be limited within the fund collectable from students.
- ix. If the Head of Institution wants to re-iterate any priority demands, the same may be attached as Proforma V. The demands should be prioritized and limited to three and concluded in a single page.

- x. If clarification is required on preparation of Budget proposals, assistance from head office may be sought.
- xi. Care should be taken to avoid mistakes and omissions in the proposal as pointed out by this office on earlier occasions.
- xii. Receipt of the Circular and enclosures may be acknowledged.

Sd/-

**Dr. P Suresh Kumar
DIRECTOR**

- Encl:-
1. Guidelines
 2. Proforma I
 3. Proforma II
 4. Proforma III
 5. Proforma IV
 6. Proforma V

To

1. All Heads of Institutions under IHRD
2. CA to Director
3. Additional Director
4. Deputy Director
5. Administrative Officer
6. Finance Officer
7. Asst. Exe. Engr. (He is requested to furnish the anticipated expenditure for the Maintenance / construction of buildings for 2020-21)
8. FIN B, IT Division , Purchase, Academic , Establishment Section, **Heads** in the IHRD (Head Quarters) (They are requested to furnish Revised Budget Estimates for 2020-21 and Budget Estimates for 2021-22)
9. Stock file / Office copy

Approved for Issue

Sd/-

Financial Consultant /Advisor