

**Dr. Y.S.R. HORTICULTURAL UNIVERSITY**  
**Administrative Office, Venkataramannagudem – 534 101, W.G. District**

Cir.Memo.No.7829/Budget/Rev./2023/2

Dated : 05-12-2024

Sub:- Dr.YSRHU – Budget Estimates under “Revenue” for the year 2024-25 –  
Communication – Certain Instructions – Issued.

Ref:- 1. Budget allotted by State Government in Budget Estimates 2024-25  
2. Cir.Memo.No.9666/Spl.Cell/BOM/2022, dated 02-12-2024 of the  
Registrar, Dr.YSRHU (BOM approval vide Resolution No. 25)

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In accordance to the reference 1<sup>st</sup> and 2<sup>nd</sup> cited, the Budget Estimates for the financial year 2024-25 containing the details of Pay and Allowances, Contingencies, Common Expenditure under “Revenue” (Previously Non-Plan) are communicated to the Officers noted in the address entry.

The Associate Deans of Horticultural Colleges / Principals of Horticultural Polytechnics and Heads of Research Stations shall incur the expenditure from the provisions made in the Budget Estimates for 2024-25 provided the following two conditions are satisfied.

1. The expenditure must be sanctioned by an order of the authority competent to sanction such expenditure
2. Sufficient funds must have been provided for the expenditure in the Budget for the current financial year.

The above two conditions are independent. The Associate Deans of Horticultural Colleges / Principals of Horticultural Polytechnics and Heads of Research Stations must always ensure that both the conditions are satisfied before they incur any expenditure.

At the same time, it must be noted that, provision made for contingencies in the Budget Estimates 2024-25 will not permit to incur the expenditure without proper justification.

The Budget allotted under “Revenue” shall be incurred in a proportionate manner within the Budget provision by observing quarterly regulation, except in the case of contract wages, telephone charges, electricity and water charges, cultivation expenses, vehicle tax, insurance and other statutory payments.

The proposals for sanction of expenditure beyond the powers of the Associate Deans of Horticultural Colleges, Principals of Horticultural Polytechnics and Heads of Research Stations should be sent to the University duly enclosing the prescribed proforma after filling up the columns, in the absence of which the proposals will not be considered.

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All the Associate Deans of Horticultural Colleges, Principals of Horticultural Polytechnics and Heads of Research Stations are requested to strictly follow the above instructions in operating the Budget for the year 2024-25 and incur the expenditure within the amount allocated for the purpose by observing the utmost economy without detriment to the objectives for which provisions have been made in the Budget Estimates.

All the Estimating Officers are requested to note that, sufficient provisions have been made under all the Head of Accounts after taking into consideration the proposals submitted by them, in consultation with the Deans, Directors etc. Hence, it may be noted that proposals for provision of any additional funds under any head of account will not be entertained during the financial year 2024-25 under any circumstances. They are also informed that they should not come up with proposals for re-appropriation of funds from one sub-head to another simply because of availability of savings, particularly from out of the savings available under the sub heads "Contract Wages, Vehicles Tax, Insurance". It may also be noted that, any proposals for re-appropriation will be examined thoroughly and will be attracted by Audit for excess estimation by the Estimating Officer and he will be held responsible for such higher estimation in Budget Estimates 2024-25.

All the Associate Deans of Horticultural Colleges, Principals of Horticultural Polytechnics and Heads of Research Stations are requested to strictly follow the above instructions in operating the Budget for the year 2024-25 and incur the expenditure within the amount allocated for the purpose by observing the utmost economy without detriment to the objectives for which provisions have been made in the Budget Estimates.

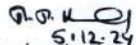
Further, all the Associate Deans of Horticultural Colleges, Principals of Horticultural Polytechnics and Heads of Research Stations are requested to book the expenditure under "Contingencies" duly deducting the expenditure which bills were met in the FY 2023-24 under various sub-heads and migrated to FY 2024-25 as communicated by the Assistant Comptroller of Regional Accounts Offices.

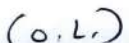
The Budget Estimates for 2024-25 under "Revenue" is available in the University website "[www.drysrhu.edu.in](http://www.drysrhu.edu.in)".

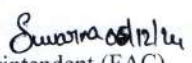
REGISTRAR


To

All the Associate Deans of Horticultural Colleges, All the Principals of Horticultural Polytechnics  
All the Heads of Research Stations,  
C.C. to the Joint Registrar / Deputy Registrars / Deputy Comptroller  
C.C. to the P.S. to Vice-Chancellor, Dr.YSRHU, Admn. Office, Venkataramannagudem  
C.C. to the All Assistant Registrars / Assistant Comptroller, Admn. Office, V.R.Gudem  
C.C. to the Assistant Comptroller, RAO, V.R.Gudem and RAO, Tirupati  
C.C. to the P.A. to all University Officers, Dr.YSRHU, Admn. Office, V.R.Gudem & SF/SC


  
Senior Assistant

  
Deputy Comptroller

  
Superintendent (FAC)

  
Comptroller

  
Asst. Comptroller (B&G)

  
Registrar