PROFESSOR JAYASHANKAR TELANGANA AGRICULTURAL UNIVERSITY
ADMN. OFFICE, RAJENDRANAGAR, HYDERABAD-30

TOP PRIORITY

Cir. Memo.No.6467/BG/2025   **Dated.22.12.2025**

        Sub: - PJTAU – Budget – Preparation of Revised Budget Estimates for the year   2025-26 and Budget Estimates for the year 2026-27 – Proposals **(hosted in the University web-site)** – Called for – Reg.

        Ref: - G.O.Ms.No.153,dt:20-12-2025 of Finance(BG) Department, Govt. of Telangana

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        The Revised Budget Estimates for 2025-26 and Budget Estimates for 2026-27 have to be prepared and placed before the Finance Committee and the Board of Management for approval well before the commencement of next financial year.

2)   The Estimating Officers are, therefore, requested to study the enclosed guidelines (Annexure-I) carefully before preparing the Budget proposals in respect of Revised Budget Estimates 2025-26 and the Budget Estimates 2026-27 and send the proposals, through proper channel i.e., the respective Deans and Directors and other University Officers, duly marking a copy to the Comptroller. The Assistant Comptrollers are also requested to furnish the Revised Estimates and Budget Estimates of their offices directly to the Comptroller. They are requested to prepare the Budget Estimates in respect of their Schemes as per Budget codes given in **Annexure-II.**

3)   They are also informed that while furnishing their requirements under Recurring Contingencies other than Pay and Allowances, full justification for their requirements should be furnished in the **Proforma - 'C'** enclosed (in respect of all Schemes). The enclosed guidelines may be kept in view while preparing the Budget Estimates. Unless this information is furnished, allocations under different heads will not be considered.

4)   The Estimating Officers are requested to furnish more realistic estimates under **"Recurring Contingencies"** instead of giving inflated estimates.

5)   Similarly, the Plan grants depend upon the outlays fixed by the State Government and the Indian Council of Agricultural Research from year to year. The Estimating Officers are, therefore, requested to bear in mind this aspect and propose only the minimum requirements under T.A and Contingencies and to limit the provisions under Plan Schemes, to the level of sanctions accorded by the State Government / ICAR and other financing agencies as the case may be.

6)   Estimates in respect of Revenue receipts are to be enclosed to the Budget proposals invariably in a separate statement as per Annexure-III. The receipts should be prepared more realistically and this should have a bearing/relation to the amounts spent under expenditure account and target fixed as per Budget Estimates (Receipts) for 2026-27 of the concerned Scheme/Unit. The receipts for Schemes financed by ICAR should be shown separately. Reasons for decrease in the estimated receipts should be fully explained. It is generally noticed every year that in spite of clear instructions to furnish the receipts particulars for inclusion in the Budget Estimates, the particulars are not being received from most of the Offices, as a result of which, the University is not in a position to exhibit the receipts and expenditure particulars correctly in the Budget Estimates. They should, therefore, make it a point to ensure that receipt particulars are sent, invariably with the proposals of Budget Estimates for 2026-27. In case, the Estimating Officers do not anticipate any receipts a "Nil" statement shall be furnished for which an explanatory note should invariably be enclosed.

7)   **All Heads of Offices/Schemes shall submit Budget proposals as per the prescribed Proformae hosted in the University <u>web-site:www.pjtsau.edu.in</u> and are requested to download the required Proformae and submit their Budget Estimates 2026-27 well in advance to the immediate Controlling Officers, who in turn shall scrutinize and forward the same to the concerned Deans and Directors under a copy to the Comptroller on or before <u>Dt.30.12.2025.</u> <u>The concerned Deans and Directors are requested to examine the proposals, as soon as they receive them and forward the same to the Comptroller with their recommendations, on or before Dt.31.12.2025.</u>**

8)   The Estimating Officers shall ensure that copies of the Government Orders / University Orders / ICAR / Government of India, as the case may be, in which the posts were sanctioned are enclosed in respect of all posts for which the provision under "Pay and Allowances" are proposed in Budget Estimates 2026-27. No provision shall be made in respect of posts, which are not supported by the above said copies of sanction orders.

9)   **The Estimating Officers are specifically informed that in the Number Statement of the enclosed Proforma-II, IV and Appendix-A they should invariably furnish the full particulars.**

10)   The Associate Deans and Associate Directors of Research (Controlling Officers) after receipt of proposals for Budget Estimates for 2026-27 should ensure that all the statements indicated in the checklist are enclosed to the Budget proposals. They should ensure that these proposals are sent to the concerned Deans / Directors / Comptroller through Special messenger and hand over them to the Officers concerned on or before **Dt.30.12.2025** positively.

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K. SRINIVASA RAO
COMPTROLLER

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To
All Associate Deans of Colleges in PJTAU.
All the Associate Directors of Research, PJTAU
All the Heads of Research Stations and Schemes, PJTAU
All the Coordinators, DAATTCs
All the Program Co-ordinators of ,
    Krishi Vigyan Kendras. PJTAU,
All Principals/ Vice Principals of Polytechnics, PJTAU
All the Asst. Comptrollers / Assistant Registrars / Admn. Officers of PJTAU.
The Executive Engineering Division, R'nagar, Hyd.
All the Deputy Executive Engineers of Engineering Sub-Divisions. of PJTAU
Copy to all the University Officers,
Copy to all the Officers in the Admn. Office, PJTAU
Copy to P.S to Vice-Chancellor
Copy to   P.A. to Registrar/Comptroller,
Copy to Research/Extension/Home Science/Agril. Science, Sections
OP section in the Admn. Office, PJTAU
Cc to SF/SC.

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SUPERINTENDENT

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