

No.: AS/B-9/2019-20/  
VISVA-BHARATI  
SANTINIKETAN  
FINANCE OFFICE

गणित्र सदन / Computer Centre  
विश्वभारती / Visva-Bharati  
सारांश सं./Docket No. ....983  
तिथि/Date .....5-11-19

Date: 04.Nov. 2019

### OFFICE MEMORANDUM

In terms of Office Memorandum vide Ref. No.AS/B-9/2019-20/ 21, dated 26<sup>th</sup>. April, 2019, University has constrained to impose Budget Cut to the extent of 10% on each allocation under Non Salary Heads.

In addition to above, another budget cut to the extent of 4% has been imposed on each allocation under Non Salary Heads, except budget head of "Security Arrangement for Vital Installation ( code: 21201)" and " Electricity Charges ( code: 21107)" till further intimation to create separate provision to meet the 10% of HEFA sanctioned loan under window 3 of HEFA guidelines during processing Revised Budget for the year 19-20..

With reference to note (vide Ref. No. AS/B.2/627/18-19, dated 21-01-2019) of the undersigned in the Budget Book for Revised Estimate, 2018-19 and Budget Estimate, 2019-20, it is once again reiterated for all the budget controlling authorities to continue to rationalise / restrict Non-Plan Non-Salary expenditure judiciously to accommodate expenditure within admissible provision.

This is issued with approval of the competent authority.

*Smisha*  
Finance Officer  
Visva-Bharati

TO,

1. All Principals
2. All Academic & Non-Academic Heads
3. The Registrar
4. The Joint Registrar Accounts: **with a request to restrict all Non Salary expenditure of 2018-19 within the amount of grant sanctioned and internal Receipt.**
5. The Internal Audit Officer
6. The Joint Finance Officer
7. The Confidential Secretary to Vice-Chancellor
8. All Joint Registrars
9. The Assistant Registrar, In-Charge, Meeting Section: **for reporting to Executive Council in the ensuing meeting.**
10. The In-Charge, Visva-Bharati Computer Centre & Web Manager, Visva-Bharati Website : **for uploading in Visva-Bharati Website for general communication.**