



**स्वामी राम हिमालयन विश्वविद्यालय**  
**Swami Rama Himalayan University**

**PROCEDURE ON PREPARATION AND SUBMISSION  
OF FINANCIAL ESTIMATE (BUDGET)**

Approved by the Board of Management in its 3<sup>rd</sup> Meeting held on  
30<sup>th</sup> August, 2014

**Swami Rama Himalayan University**

Swami Ram Nagar, Jolly Grant- 248 016, Dehradun, Uttarakhand

# SWAMI RAMA HIMALAYAN UNIVERSITY

## Procedure on Preparation and Submission of Financial Estimate (Budget)

1. This Procedure shall be called “Preparation and Submission of Financial Estimate (Budget).”
2. The Head of each of the Constituent Unit of the University shall submit on or before the 31<sup>st</sup> day of the month of December every year department wise proposed budget for his respective unit for ensuing financial year. The budget shall primarily cover projected salary of employees, new purchases, development expenses, maintenance expenses, contingency expenses etc.
3. The budget shall include the following information:
  - i. Actual figures of the previous year
  - ii. Actual figures and revised budget of the current year
  - iii. Budgeted figures for the ensuing year
4. The budget shall be prepared in the following four distinct parts:
  - i. Salaries
  - ii. Maintenance (Recurring)
  - iii. Development (Non-Recurring)
  - iv. Independent projects or schemes

The budget estimates will then be consolidated so as to show consolidated surplus/deficit of all the three parts together.
5. The Finance Officer shall prepare financial estimates (budget) for the ensuing financial year and get it approved from the Finance Committee before 31<sup>st</sup> January for submission of the same to the Board of Management.
6. The Board of Management of the University shall review the budget prepared and approved by the Finance Committee and shall send it by 28<sup>th</sup> February with our without modification to the Board of Governors for its approval.
7. The financial year of the University shall be the same as that of the Government of India, i.e. 1<sup>st</sup> April to 31<sup>st</sup> March.



Registrar  
Swami Rama Himalayan University