

**MOHANLALSUKHADIAUNIVERSITY, UDAIPUR**

No.PD/Schemes/R.E.-2025-26/B.E.-2026-27/425

Dated 13/01/26

**BUDGET URGENT**

All the D.D.O.'s, MLSU, Udaipur.  
Computer Centre

Dear Sir/Madam,

It is to request you to kindly send the proposals of Revised Estimates for the year 2025-26 and Budget Estimates for the year 2026-27 of Schemes/State Plan/UGC Plan and Other Schemes etc. in respect of your Unit to this office **within three weeks** positively keeping in view the following guidelines:

1. While framing the Budget Estimates for Schemes, State Plan, UGC Plan/ICSSR/Central/State Agencies/Private agencies/CSIR schemes etc. items, the figures provided in the year 2025-26 with the element of trend increase on account of increments etc. may be taken as base. While framing the proposals for Schemes (State-fund) items no new items of expenditure are to be incorporated for recurring/non-recurring and posts.
  2. The calculation for establishment should be accurate and made as per enclosed Performa (overleaf) indicating name of the persons, date of increment, amount required etc. Similarly, while calculating the amount of DA, HRA, PF also actual calculations may be made keeping in view the orders issued from University office from time to time.
  3. While framing Estimates for receipts, amount likely to be received may be shown in the Estimates and efforts may be made so that maximum possible return is available from various sources of income of the University. The budget of receipts may be prepared separately and sent to this office in the separate bunch. While framing Estimates, please furnish the reconciled actuals of the year 2024-25 along with the reasons, if any, for fluctuation in sanctioned amount. Self financing schemes revenue be furnished separately, if any.
  4. The budget estimates duly passed from the appropriate body of your College/Unit as required under the Act and Statutes be sent to this office within the prescribed time.
  5. As indicated above the estimates be sent in duplicate and should include the following:-
    - i) Budget note with full justification for Schemes, Plan etc.
    - ii) Staff Strength (Deptt. wise) showing vacant posts wise together with grades separately i.e. Schemes, SP. Other Schemes etc.
    - iii) Estimates of Receipt, expenditure & consolidated statement as per Annexure "A" to "E" (Overleaf).
    - iv) Income statement be prepared separately.
- The receipt of this letter may kindly be acknowledged and it must be treated as MOST URGENT and immediate action is required.

Yours faithfully,

  
**COMPTROLLER**

**P.T.O.**