



वैज्ञानिक तथा औद्योगिक अनुसंधान परिषद्

Council of Scientific & Industrial Research

अभियांत्रिकी सेवा प्रभाग

ENGINEERING SERVICES DIVISION

अतुल कुमार गोयल

मुख्य अभियंता

Atul Kumar Goel

Chief Engineer

#11-17(1)/2017-Engg

19.07.2017

The Directors of all National Labs./ Instts.

Sub: Procedure/ Guidelines regarding booking of expenditure under Budget Head P-50 (Works & Services) and P-702 (Staff Quarters).

Dear Sir,

CSIR HQ is allocating funds to all National Labs./ Instts. under Budget Head P-50 (Works & Services) and Budget Head P-702 (Staff Quarters). These funds are bifurcated as 'lump sum' grant and 'other than lump sum' grant under both the budget heads.

It has been observed in the recent past that the Labs./ Instts while taking up the works are not booking expenditure in the appropriate budget head which leads to Audit objections and observations by Finance, CSIR HQ.

All the Labs./ Instts. are therefore advised to follow the guidelines/ procedure mentioned below while booking expenditure under both the budget heads, under lump sum and other than lump sum grant, for taking up new works, renovation works and other related works etc.

Budget Head P-50 (Works & Services) Other than Lump sum grant and Budget Head P-702(Staff Quarters) Other than Lump sum grant:

- i. The expenditure on all the new works related to laboratory/ institutional buildings or for creation of a new facility should be booked/ taken up under Budget Head P-50 (other than lump sum grant)
- ii. The expenditure on all the new works related to construction of staff quarters, hostel buildings etc should be booked/ taken up under Budget Head P-702 (other than lump sum grant).

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Budget Head P-50 (Works & Services) Lump sum grant and Budget Head P-702(Staff Quarters) Lump sum grant:

- i. Expenditure on the works of renovation and upgradation of existing laboratory/ institutional buildings and related infrastructural services should be booked/ taken up under Budget Head P-50 (Works & Services) Lump sum grant.
- ii. Expenditure on all the works of renovation and upgradation of existing staff quarters, hostel buildings etc. and related infrastructural services should be booked/ taken up under Budget Head P-702 (Staff Quarters) Lump sum grant.

The labs are required to send the proposals under Budget Head P-50 (Works & Services) Other than Lump Sum Grant and Budget Head P-702(Staff Quarters) Other than Lump sum grant to Engineering Services Division (ESD) , CSIR for obtaining 'in principle' approval of the competent authority . Once the 'in principle' approval of the competent authority is conveyed to the laboratory by ESD, CSIR, the lab/ Instt. can seek allocation of funds from Finance, CSIR HQ as per laid down rules and guidelines.

Labs./ Instts cannot take up any new work under Budget Head P-50 (Works & Services) Other than Lump Sum Grant and Budget Head P-702(Staff Quarters) Other than Lump sum grant irrespective of the cost involved without obtaining prior 'in principle' approval of CSIR HQ as mentioned above.

Further, even if laboratories are meeting expenditure from their LRF for the works under Budget Head P-50 (Works & Services) Other than Lump Sum Grant , prior 'in principle' approval of CSIR HQ would be required.

Yours sincerely



(Atul Kumar Goel)

cc: Sh. S.K. Vohra,
DY.FA (Budget) - For kind information please.