



C I R C U L A R

**Sub:- UNIVERSITY BUDGET (NORMAL) for the year 2025-2026 - Regarding.**

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The Academic Senate at its Annual Meeting held on **29<sup>th</sup> March 2025**, has approved the University Budget (Normal) for the Financial Year **2025-2026**.

2. In view of the above, the approval has been accorded to authorize the Principals of the University and Constituent Colleges including P.G Colleges at Districts, Administrative Officers and Heads of Departments to operate the provisions made in the Normal Budget for the year 2025-2026, for their Colleges / Offices, under the rules.

3. Further, they are also authorized to draw the advances through Abstract Contingent Bill (Sub-Head Wise) in respect of the following provisions made in the Normal Budget of their Colleges / Institutions / Offices only once in a half year, which should not exceed 50% of the grant at a time:

- i. Stationery, Service Postage, Conservancy Charges, Telephone charges.
- ii. Purchase of Books & Subscription to Journals.
- iii. Lab. Charges, Consumables, Contingencies.

4. They should also enclose the stock verification certificate for the year 2024-25.

**Note:-** i) If the allocation under any of the above heads is less than ₹ 5,000, the Drawing Officers can draw 100% advance through Abstract Contingent Bill at a time.

ii) The Second advance under the above heads can be drawn in the next Half Year only after rendering accounts of the previous advance to the Deputy Registrar (Accounts – Pre-Audit), Osmania University.

iii) The Advance drawn for the Second Half Year should be settled by 10<sup>th</sup> March 2026.

iv) The advance shall be utilized only for incurring expenditure on the items admissible against the particular sub-head, and any deviation will not be admitted.

v) The payments in respect of items other than those mentioned at Para (3) i, ii, iii above will be made against a fully Vouched Contingent Bill only.

vi) The Drawing Officers shall indicate the code numbers allocated to the provision made in the Budget of their Offices / Colleges / Departments / Centres while preferring the claims to the Deputy Registrar (Accounts – Pre-Audit), OU.

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To *Osmania*  
The Director, 25.4.25  
(Infrastructure), O.U.

5. A copy of the allocation made in the Budget (Normal) for the year **2025-2026** of the Colleges / Offices is enclosed.

  
REGISTRAR

**Forwarded for information and necessary action to:-**

1. The Principals of University Campus & Constituent Colleges including P.G. Colleges at District / Heads of Departments / Directors and other Administrative Officers, OU.
2. The Dean, Development & U.G.C. Affairs, OU.
3. The Controller of Examinations, OU.
4. The Officer on Special Duty to the Vice-Chancellor, OU.
5. The Joint Registrar (Administration), O.U. – With a request to note the action taken on **Executive Council Resolution No. 02**.
6. The Deputy Registrar (Accounts), OU. (i) Pre-Audit (ii) Pension.
7. The Deputy Registrar (Establishment), OU.
8. The Deputy Registrar, OU. (i) Cheque-I (ii) Compilation (iii) Income Cell (iv) Pay-Bills (v) Treasury (vi) Cheque-II (vii) Inspection
9. The Assistant Registrar (Accounts - Exam Bills) OU.
10. The Secretary to the Vice-Chancellor, OU.
11. The P.A. to Registrar, OU.
12. The Superintendent (Budget), OU – Sanction file for the year **2025-2026**.