



VIDYASAGAR UNIVERSITY

P.O. : Vidyasagar University, Midnapore - 721 102, Dist.: Paschim Medinipur,
West Bengal, India.

Ref.No- FO/VU/ 146 /2026

Dated- 07.10.2026

CIRCULAR

Sub: Budget Estimates of 2027-2028 and Revised Estimates of 2026-2027

This is for information of all HODs (both Academic & Administrative) that in order to exercise the Revised Estimates and Budget Estimates of the University for the year 2026-2027 and 2027-2028 respectively, the suggestions and recommendations of the budget expenditure are hereby invited from the respective departments for consideration in the University Budget.

In this context, it is very much important to ascertain need-based actual requirement for the Revised Estimates as well as for the Budget Estimates.

In order to streamline the process, a Proforma containing different head of accounts are enclosed herewith for ready reference. Additional, extra item if any may be provided with suitable narration.

HODS/Coordinators/In-charges/ Directors of the Centers are requested to kindly peruse enclosed proforma and provide inputs for incorporation in the Budget within 28.10.2026 positively. If not received within 28.10.2026 it would be presumed that the Department has no suggestion for any change.

Co-operation of all concerned is highly solicited.

This is issued with the approval of the competent authority.

Sd/-

Finance Officer

Encl: Proforma.

Copy to:

1. Dean, Faculty of Sciences.
2. Dean, Faculty of Arts & Commerce.
3. All Academic & Administrative Heads.
4. Audit Officer
5. Accounts Officer
6. The Sr. Information Scientist to upload in the University Website for wide circulation.
7. The Secretary to Hon'ble Vice-Chancellor for his kind information.

Finance Officer

Vidyasagar University





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Information on the following items for consideration in the Revised Budget Estimates for the year 2026-2027 and Budget Estimates 2027-2028.

Name of Teaching Departments:

Student Strength:

1st year

2nd year

Sanctioned Teaching Post:						Filled up:						Vacant:					
Prof.		AssoP rof.		Asst. Prof.:		Prof:		Asso Prof.		Asst. Prof.		Prof:		Asso. Prof.		Asst. Prof.	

Head of Expenditure

Revised Budget

Budget Estimates

2026 – 2027 (Rs.)

2027 – 2028 (Rs.)

RECURRING

1. Guest Teacher
2. Special Lecture/Extension Lecture
3. Field, Study Tour
4. Departmental Contingency
5. Conference/ Seminar/ Work Shop
6. Personal Research Grant
7. Any other item (attach separate sheet)
8. For Lab. Based Departments
 - a. Chemical/Glass Wares/ Life specimen
 - b. Lab. Contingency
 - c. Repair & maintenance of Equipments
 - d. Any other item

NON RECURRING (For all Departments):

1. Books & Journals
2. Lab. Equipments
3. Furniture

Signature of the Head of the Department