



मौलाना आज़ाद राष्ट्रीय प्रौद्योगिकी संस्थान, भोपाल-462003
(शिक्षा मंत्रालय, भारत सरकार के अधीन राष्ट्रीय महत्व का संस्थान)
MAULANA AZAD NATIONAL INSTITUTE OF TECHNOLOGY, BHOPAL- 462003
(An Institution of National importance under Ministry of Education, Govt. of India)

No:-MANIT/F&A/2026/2028

Date.27.02.2026

परिपत्र/Circular

विषय : वित्तीय वर्ष 2026-27 के लिए मद (OH-35) के तहत बजट प्रस्ताव।

Subject: Budget proposal for the financial year 2026-27 under non-recurring (OH-35).

उपरोक्त विषय के संबंध में, सभी संबंधित डीन/विभाग अध्यक्षों /केंद्रों के प्रमुखों//सेक्शन I/C को सूचित किया जाता है कि वे वित्तीय वर्ष 2026-27 के लिए मद (OH-35) के तहत बजट आवश्यकता का प्रस्ताव निर्धारित प्रारूप में 25.03.2026 को या उससे पहले लेखा अनुभाग में भेजें।

संबंधित प्रमुखों/अध्यक्षों/सेक्शन I/c से अनुरोध है कि वे यह सुनिश्चित करें कि अनुरोधित बजट इस तरह से नियोजित किया जाए कि बजट का उपयोग उसी विशिष्ट उद्देश्य के लिए किया जाए जिसके लिए इसका अनुरोध किया गया है और यह संस्थान के हित में हो।

विस्तृत दिशानिर्देश संदर्भ के लिए संलग्न हैं।

With reference to the above subject matter, all the deans/heads/chairmen/section I/Cs of the respective departments/centers are informed to send the budget requirement under the non-recurring head (OH-35) in the prescribed format for the financial year 2026-27 on or before 25.03.2026 to the Accounts section.

The concerned Deans/Heads/Chairman/Section I/c are requested to ensure that the requested budget is planned in such a manner so that the budget is utilized for the specific purpose for which the same has been requested and the same is in the interest of the Institute.

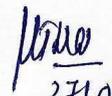
The detailed guidelines are enclosed for reference.


27/02
Registrar/ कुलसाचिव

Enclosed:- As Above.

Copy to:-

1. All Deans
2. All HoDs/Chairman, Centers for circulation amongst the employees.
3. All Assistant Registrars/Deputy Registrars
4. PIC, Institute website, to ensure upload of this circular
5. PA to Registrar, for record
6. PA to Director, for kind information


27/02
Registrar/कुलसाचिव



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Guidelines/Procedures for Allocation of Funds to the Departments/Centers/Sections and Expenditure Thereof:

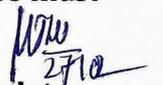
This is to inform all concerned that as a part of the Budgetary exercise for the financial year 2026-27, the following guidelines/procedures shall be followed:

A. Funds Allocation Under OH-35: (Equipment/Lab Furniture)

1. Allocation of funds to the Departments/Centers/Sections shall be in accordance with the annual allocation of funds to the Institute by the Ministry of Education under different budget heads such as OH-31 and OH-35.
2. Allocation of funds shall be done after taking into consideration, funds allocated, expenditure incurred by the Departments/Sections/Centers for the FY 2025-26 as well as liabilities for the same FY to be discharged in the current FY.
3. Departments/Sections/Centers are requested to submit proposals for allocation of funds under OH-35, in the following manner:
 - (i) Head of Departments/Chairperson must convene a meeting of all the faculty members to consolidate all the departmental requirements for FY 2026-27 before submitting the proposal.
 - (ii) Departments must also prioritize the requirement to take up procurements in order of priority depending on allocation to the Department.
 - (iii) For all equipment with estimated cost more than Rs. 10.00 Lakhs must ensure that the equipment proposed shall be widely used by the Department through the Departmental Committee.
 - (iv) Complete requirements for the FY 2026-27 must be submitted, keeping in mind the procurements processed/procurement under pipeline pertaining to the FY 2025-26, for which payment liabilities are to be met out in the current FY 2026-27.
 - (v) No allocation beyond this proposal shall be considered except under exceptional circumstances.
 - (vi) Procurement process towards the funds allocated in order of priority must be initiated immediately after receipt of fund allocation for a Department/Section/Centre.
 - (vii) All procurement processes against the funds allocated must be completed and bills be submitted by December 31, 2026. This will enable the Institute to seek additional funds from the Ministry.

B. Funds Allocation for Recurring Expenditure Under OH-31:

1. Allocation of funds to the Departments/ Centers/ Sections for expenses of recurring nature under OH-31 shall be made on basis of allocation for previous FY and expenditure thereof.
2. An imprest amount up to Rs.10,000/- may be given to the Heads/Section I/c to meet emergent needs of concerned department/section on basis of demand and submission bills in prescribed form. (This imprest amount shall be part of fund allocation under OH-31 and imprest advance must be settled on or before the 10th of March of the FY.)


Registrar