



21 April 2025

CIRCULAR

Sub: Allocation of Maintenance Grant to various User Units of UoH for the FY 2025-26.

Ref: Vice-Chancellor's approval dt. 4.4.2025.

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The approved Maintenance Grant for the FY 2025-26 has been updated in the BHENs of all the User Units and mapped to respective FAMOUS User Ids. The allocation has been retained at the level of previous year keeping in view the available grants.

All the User Units may please note the following points for strict compliance.

1. The FAMOUS portal for raising bills under maintenance grant is being made functional wef **21 April, 2025**. Nevertheless, arranging payments by F&A is subject to release grants by UGC each month.
2. Only recurring nature of expenditure may be incurred from this allocation.
3. Requirement of funds, if any, to acquire capital nature of items will be considered / approved separately upon receipt of allocation from UGC under OH-35 – Capital Assets.
4. All the UNITS may please make required provision towards fixed expenditure like AMCs, renewal of subscriptions, etc. at first instance and then plan to utilize the remaining amount for day-to-day activities.
5. Imprest / Permanent Advance amount (released through eZ Pay cards) should be used only for petty expenditure like refreshments, etc. Expenditure like Sitting Fee, Payments to Vendors (which attract IT/GST) should not be paid from the Imprest amount. eZ pay cards can be utilized for online purchase whenever required. In case of any issues for making online purchases with eZ pay card, the same may be brought to the notice of respective Section of F&A to resolve the same.
6. Payments to Vendors on the Campus should mandatorily be made only through Direct Payments and not in cash from the Imprest / Permanent Advance. Cash payments are to be restricted to a maximum of Rs. 2,000/- and that too only in exigencies.
7. The Imprest / Permanent Advance ceiling has been enhanced to facilitate the Users to restrict the recoupment cycles in a financial year. All the User Units are hence requested to restrict the recoupment cycles.



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8. Invariably mention the Name, Mobile number, Mail Id, etc. of the contact person on the backside of the bills to seek clarifications, if any, by Finance & Accounts. Further, On the reverse side of the vouchers, please write the purpose for which it was purchased along with required Stock / Assets Registers entries. A satisfactory certification may please be recorded on the reverse side of the vouchers in case of repairs & services.
9. Heads of the Multi-Departments Units may please re-distribute the grant among their departments and ensure that the budget allocated is not exceeded.
10. The Expenses on conducting Ph.D viva-voce have been considered under CE's Office Budget Allocation. Hence those expenses may be incurred from the CE's office budget by routing bills through CE's Office.
11. **All the User Units are advised to ensure that the expenditure is incurred only till the level of approved allocation. No requests for sanction of additional funds will be considered due to inadequate funding by UGC under OH-31-Recurring Grant.**
12. Please incur expenditure only in accordance with UHPP and GFR 2017 and as per the Circulars issued by UoH from time to time.
13. All purchases are to be made mandatorily through the GeM portal, with exceptions as communicated vide various Circulars issued by the Ministry of Finance / Registrar, UoH / Finance Officer.

Finance Officer

To

All the Schools / Departments / Centres / Sections – thru' GApps

Copy to: OSD to VC / PS to Registrar / JR-Maintenance

वित्त अधिकारी / FINANCE OFFICER
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