


हैदराबाद विश्वविद्यालय केंद्रीय विश्वविद्यालय डाक घर हैदराबाद 500 046	 वित्त एवं लेखा / Finance & Accounts	University of Hyderabad P.O. Central University Hyderabad 500 046
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F&A/2026-27/OH-31-Maint.Grant/

17 April 2026

CIRCULAR

Sub: Allocation of Maintenance Grant to various User Units of UoH for the FY 2026-27.

Ref: Vice-Chancellor's approval dt. 8.4.2026.

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The approved Maintenance Grant for the FY 2026-27 is being 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 **27 April, 2026**. **Nevertheless, arranging payments by F&A is subject to release grants by UGC each month.**
2. The Maintenance grant is being released by UGC on a monthly basis and that too during the last week of each month. Hence all the Users / Units may please note that payments for the processed bills can be released only during the subsequent month and that too up to the level of availability of funds. In case the monthly grants get exhausted, payments for the processed bills will be kept on hold till receipt of next month grants.
3. No Assets are to be acquired from this allocation. Only recurring nature of expenditure needs to be incurred from this allocation. No violation, whatsoever, will entail the F&A to return the bills and/or disallow the payment.
4. *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, with due approval of the competent authority.*
5. **All the UNITS may please make required provision towards fixed nature of expenditure like AMCs, renewal of subscriptions, School Board Meeting related expenses, etc. at the first instance and then plan to utilize the remaining amount for day-to-day activities, as no further allocation is feasible.**
6. Imprest / Permanent Advance amount (released through eZ Pay cards) should be used only for petty expenditure like petty amounts for refreshments. 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 purchases whenever required. In case of any issues for making online purchases with the eZ pay card, the same may be brought to the notice of respective Section of F&A to resolve the same in consultation with the SBI, HUC branch.
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. Instead of withdrawing cash by using eZ Pay Cards, you may please pay directly by using the eZ Pay Card.
9. Payments to the 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**.
10. 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 the 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 wherever required. A satisfactory certification may please be recorded on the reverse side of the vouchers in case of repairs & services and a Certificate of reasonableness of the price may also be attached as per UHPP wherever required. Stock Registers and Fixed Assets Registers are to be maintained separately / independently.
11. Heads of the Multi-Departments / Centres / sections Units may please re-distribute the grant among their departments / centres / sections and ensure that **the budget allocated is not exceeded**.
12. 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 all such bills through the CE's Office.
13. 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. Further, it is advised to explore the feasibility of generating additional revenue, as allocation of additional grants from the revenue generated is quite possible, as per the UoH Revenue Sharing Policy.
14. Please incur expenditure only in accordance with UHPPP and GFR 2017 and as per the Circulars issued by UoH from time to time.
15. 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.
16. Please follow the Circulars (forwarded through GApps, uploaded on the UoH / F&A Website and in FAMOUS logins of all the Users / Units) issued by F&A from time to time.

To

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

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


Finance Officer
वित्त अधिकारी / FINANCE OFFICER
हैदराबाद विश्वविद्यालय / University of Hyderabad
केंद्रीय विश्वविद्यालय डा.घ / Central University P.O
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