

## Criteria 6.4.1- Procedure for Optimal Resources Utilization

In accordance with the provision of section 25(1) of SGPGI Act 1983 Finance Officer has to prepare budget estimate after sanction of Plan & Non-Plan grant by the State Government. Finance Officer shall prepare internal budget mentioning the sub-head of expenditure as per need of the Institute within the sanctioned grant from State Government & including the internal income of the Institute. The proposed budget of every year shall be approved by the Governing Body through Finance Committee. The Budget shall consist of actual expenditure of preceding year, original budget estimate for current year, actuals up to 31 July for current year, revised budget of current year & proposed budget estimate for ensuring Financial Year.

Accordingly, grants under the head Plan (Capital Head) & Non-Plan (Revenue Head) sanctioned by State Government & inclusion of Internal Income of the Institute budget is being prepared as per need of the Institute for its optimal use & smooth functioning of the Institute. The same is submitted for recommendation of Finance Committee & approval of Governing Body. No expenditure is allowed beyond the sanctioned budget.

After approval of the Governing Body Finance Department of Institute ensures its optimal use as per need of the Institute & no expenditure is incurred which is not in budget provision. On the basis of previous year expenditure & requirement of next year internal budget is being approved by the Governing Body. However Director has the power to propose re-appropriation for approval of Governing Body through Finance Committee once in the year subject to condition that no re-appropriation shall be made on Non-plan expenditure to Plan expenditure & Vice-Versa.

In view of above Institute follows the prescribed procedure and utilize funds with optimal use of resources.



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