

SRI VENKATESWARA VETERINARY UNIVERSITY
ADMN. OFFICE: Dr. Y.S.R. BHAVAN: TIRUPATI – 517 502

Cir.No. 6813/BG/B1/2018, Dated:06.10.2018

Sub: SVVU, Tirupati – Budget Section – All the DDOs are requested to submit Number Statement for 2019-20 Financial Year in the prescribed proforma – Regarding.

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It is mandatory to submit Number Statement every year to Finance Department wherein particulars of posts for permanent and Temporary establishment (both Gazetted and Non-Gazetted staff) have to be furnished. Hence, all the Drawing and Disbursing Officers are requested to furnish the sanctioned posts, special pay if any and the fixed allowance attached to the basic pay of the posts or individuals that will be drawn from the 1st April of the following year i.e., 01.04.2019 and number of officers for whom the provision shall be made in the Departmental Estimates in Proforma – II in respect of posts under Permanent, Non Plan under Grants-in-aid towards salaries separately under respective sub-heads, Minor and Major head of Accounts. It is also requested to furnish the details of appointments made on Contract basis/Outsourcing through an agency category-wise in a separate Proforma – IV.

The information regarding posts for which salaries paid from Grants-in-Aid towards Salaries is to be furnished by the Heads of departments and shall send the Number Statements separately under respective Major, Minor and Sub-Heads of Accounts in Proforma – II.

The details of appointments made on Time Scale employees / Contract Basis / Outsourcing through an agency category-wise shall be furnished in Proforma – IV.

Therefore, **the Officers noted in the address entry are requested to furnish the information in triplicate along with softcopy of the respective station budget (i.e., through e-mail to svvubudgetsection@gmail.com and svvucomptroller@gmail.com) for Permanent & Non Plan Schemes for Teaching & Non-Teaching Employees in the Proforma – I, II, III, IV, V & VI enclosed along with Cadre strength proforma, G.Os through concerned University Officers on or before 31.10.2018** so as to consolidate the information and send it to the Government. The circular is also available in the University website **www.svvu.edu.in**.

This should be treated as **MOST URGENT** and **the required information should be sent to this office without any omission failing which, the salary bills of the Drawing and Disbursing Officers for the month of October, 2018 will be stopped,** till the details are furnished.

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The Drawing and Disbursing Officer should enclose a certificate to their salary bills for the month of November, 2018 paid in December, 2018 to the effect that **“the Number Statement have been furnished to the Comptroller,”** so, as to enable the Assistant Comptrollers to admit the pay bills.

**T.VASANTHA KUMARI
COMPTROLLER**

To

All the Associate Deans of Colleges/Dairy/Fishery under SVVU

All the Heads of Research Stations/Schemes under SVVU

All the Principals of AH Polytechnics / Fisheries under SVVU

All Assistant Comptrollers i.e., Tirupati/Gannavaram

The Assistant Comptroller (Claims), Admn. Office, Tirupati for necessary action.

The Officer In-charge, Vety. Hospital, SVVU, Near Judge

Court, Maharaniptet, Visakhapatnam.

Copy to All University Officers

Copy to Service I Section with a request to provide information on the sanctioned strength of Teaching Staff College wise, Station wise & Category wise along with the copy of the G.O's / Proceedings in which posts were sanctioned to the Budget Section.

Copy to Ser.III/Ser.II/OP Section with a request to furnish sanctioned strength of Non-Teaching / Para-technical staff College/Research Station wise and Category wise along with the copies of G.O's / Proceedings in which posts were sanctioned and furnishing to information to Budget Section.

Copy to Ser. IV Section (College of Dairy Fishery & Extension Category wise) are requested to produce information on sanctioned strength of Teaching & Non-Teaching Staff of the Administrative Office along with the GO proceedings to the Budget Section.

Copy to P.S to Vice Chancellor

Copy to P.A to Registrar

Copy to the Deputy Registrar (Ser)


Copy to the Deputy Registrar (Sanctions)

Copy to the Deputy Comptroller

Copy to All Sections in the Admn. Office.

Copy to SF/SC.

// forwarded by order //

V. D. 
DEPUTY COMPTROLLER 8/x/18

**NUMBER STATEMENT
PROFORMA -IV
CONTRACT APPOINTMENTS(300)**

Estimating Officer
Major Head
Sub-Major Head
Minor Head
Groupsub Head
Sub Head

(Rs. In thousands)

Sl.No	Item	No. of posts outsource through Agencies / Contract basis - category wise	G.O. No. and Date for appointment on outsourcing contract	Remuneration per month for each category	Total Amount required for the year for each category for full year (No. of persons X monthly remuneration X 12 months)	Remarks
(1)	(2)	(3)	(4)	(5)	(6)	(7)
	TOTAL					
	GRAND TOTAL					

PROFORMA -V

APPENDIX - A

Strength 2014-15	Strength 2015-16	Permanent	Temporary	HEAD OF THE DEPARTMENT		
				No. of Posts	Name of the Post	Scale of Pay allowed to the post (RPS 2010)

**NUMBER STATEMENT
PROFORMA -VI**

**Payments to Home Guards(280/282)/Anganwadi Workers(280/283)/
Full Time/Part Time Contingent Employees (020/021,022)**

Estimating Officer
Major Head
Sub-Major Head
Minor Head
Groupsub Head
Sub Head

:
:
:
:
:
:

(Rs. In thousands)

Sl.No	Item(Home Guards/Anganwadi workers)	No. of Posts sanctioned	G.O. No. and Date	No. of Persons engaged	Remuneration per month for each category	Total Amount required for the year for each category for full year (No. of persons X monthly remuneration X 12 months)	Remarks
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
	TOTAL						
	GRAND TOTAL						