

**Subject:** Booking of Institutional Charges (Overhead Charges) in schemes/projects sanctioned by various funding agencies



From

The Comptroller,

LUVAS, Hisar

To

All Deans/Directors/Officers/HODs/DDOs

(Including outstations)

LUVAS, Hisar

Memo No.: - LUVAS/CVU/B-1(30)/2022/4113-60

Dated: 26.07.2022

**Subject: Booking of Institutional Charges (Overhead Charges) in schemes/projects sanctioned by various funding agencies**

Under the adhoc research projects funded by various agencies i.e DBT/DST/ICAR/RKVY/Other Agencies etc, the provision for Institutional Charges (Overhead Charges) is being made by the funding agency in the budget estimate of the project. The guidelines for booking expenditure under “Institutional Charges (Overhead Charges)” has already been circulated by this office vide memo no. LUVAS/B-1/CVU/2019/6376-6416 dated 08/01/2019. (Copy enclosed)

While issuing the utilization certificate it has come to notice that various departments are not booking the expenditure under the “Institutional Charges (Overhead Charges)” during the concerned financial year. This causes direct financial loss to the University.

It is, therefore, again requested to direct the DDO, PIs and dealing hand of your office/department to book the expenditure under “Institutional Charges (Overhead Charges)” strictly as per guidelines memo dated 08/01/2019 before closing of concerned financial year. The Head of Department/Institution must ensure on 31st March of concerned financial year that all the Institutional Charges (Overhead Charges) have been booked for expenditure.

The above instructions may be got noted from all the teachers/equivalent, DDOs and dealing hands of your office/department for compliance strictly.

Sd/-

Comptroller

**Subject:** Overhead/Institutional charges

From

The Comptroller,  
Lala Lajpat Rai University of Veterinary And Animal Sciences,  
Hisar

To

All Deans/Directors/HODs/DDOs/Offices/Sections  
(Including outstations)  
LUVAS, Hisar

Memo No. LUVAS/CVU/B-1/2019/6376-6416

Dated 08.01.2019

**Subject: Overhead/Institutional charges**

Under the adhoc research projects funded by various agencies i.e. DBT/DST/ICAR/Other Agency etc., the provisions for overhead/institutional charges is made by the agency for institution concerned. As per past practices, the booking of expenditure is made under SOE "Institutional Charges" booked through "Transfer Entry"& credited as income of the University.

Due to start of E-Governance in LUVAS Hisar, all the monetary transactions are being carried out through E-Governance. The E-Governance system does not accept such type of transfer entries booked for transfer of money to comptroller account. Henceforth, concerned departments are advised to draw a cheque/RTGS in favour of Comptroller, LUVAS Hisar by preparing contingent bill/voucher of allotted amount under head "institutional charges" & deposit the same to this office so as to treat the income of the University.

-Sd/-

Comptroller