



विश्वविद्यालय अनुदान आयोग  
बहादुरशाह जफर मार्ग  
नई दिल्ली-110 002  
UNIVERSITY GRANTS COMMISSION  
BAHADURSHAH ZAFAR MARG  
NEW DELHI-110 002

October, 2018

17 OCT 2018

No.F. 540/1/CAS-IV/2016(SAP-I)

The Under Secretary F.D.-III Section  
University Grants Commission  
Bahadur Shah Zafar Marg  
New Delhi-110002

Sub: Release of grant-in-aid to the Registrar, University of Burdwan, Burdwan- 713 104, for the year 2018-2019 under SAP at the level of CAS-II in the Department of Chemistry.

Sir/Madam,

In supersession to this office even letter dated 14-09-2016 I am directed to convey the sanction of the University Grants Commission for payment of grant of Rs.1,18,400/- (Rupees One Lakh Eighteen Thousand Four Hundred only) to the Registrar, University of Burdwan, Burdwan- 713 104, for the expenditure to be incurred during the year 2018-19. The earlier letter dated 14-09-2016 may be treated as cancelled.

Recurring Grant: ST Component @8%

Name of the item	Total Allocation For 5 year (₹)	Allocation for 1Years (Rs.) ST @8%	Grant Being Proposed (By RTGS ₹)	Grant already release	Total
Contingency @ Rs. 1,00,000/-p.a	5,00,000	8,000	1,18,400/-	Nil	1,18,400/-
Chemical @ Rs. 6,00,000/-p.a	30,00,000	48,000			
Travel Field @ Rs. 1,00,000/-p.a	5,00,000	8,000			
Visiting Fellow @ Rs. 1,00,000/-p.a	5,00,000	8,000			
Organizing Seminars @ Rs. 2,00,000/-p.a (TWO)	4,00,000	16,000			
Hiring Services @ Rs. 1,00,000/-p.a	5,00,000	8,000			
Advisory Committee @ Rs. 80,000/-p.a	4,00,000	6,400			
Books & Journals @ Rs. 2,00,000/-p.a	10,00,000	16,000			
<b>Total</b>	<b>68,00,000</b>	<b>1,18,400</b>	<b>1,18,400</b>	<b>Nil</b>	<b>1,18,400</b>

The University/Department may utilize the above grant as per allocation already conveyed vide this office letter of even no. dated 11-02-2016.

- The sanctioned amount is debitable to the major Head 3 (C) 14 (i) 31 mentioned above as is valid for payment during the financial year 2018-19 only
- The amount of the Grant shall be drawn by the under Secretary (Drawing and Disbursing Officer) University Grants Commission on the grant-in-aid bill and shall be disbursed to and credited to the Registrar, University of Burdwan, Burdwan- 713 104 through Electronic mode as per the following details:

Payment Details	
a) Detail(Name & Address) of Account Holder	The Registrar, University of Burdwan, Burdwan- 713 104
b) Account No	420110100019490
c) Name & address of Bank Branch	Bank of India, Burdwan Branch, B.C. Road, Burdwan- 713 101
d) MICR Code of Branch	713013102
e) IFSC Code of Branch	BKID0004201
f) Type of Account	Saving Account
SB/Current/Cash Credit	

- The grant is subject to the adjustment on the basis of utilization certificate in the prescribed Proforma submitted by the University / College / Institution
- The University/Institute shall maintain proper accounts of the expenditure out of the grants which shall be utilized only on approved items of expenditure
- The University/Institution may follow the General Financial Rules, 2005 and take urgent necessary action to amend their manuals of financial procedures to bring them in conformity with GFRs, 2005 and those don't have their own approved manuals on financial procedures may adopt the provisions of GFRs, 2005 and instructions / guidelines there under from time to time
- Utilization Certificate to the effect that the Grant has been utilized for the purpose for which it has been sanctioned shall be furnished to the University Grants Commission as early as possible after the close of the current financial year
- The assets acquired wholly or substantially out of University Grants Commission's grant shall not be disposed or encumbered or utilized for the purposes other than those for which the grant was given without proper sanction of the University Grants Commission and should, at any time the University ceased to function, such assets shall revert to the University Grants Commission

- 8 A Register of Assets acquired wholly or substantially out of the Grants shall be maintained by the University in the prescribed proforma
- 9 The Grantee institution shall ensure the utilization of grant-in-aid for which it is being sanctioned/paid. In case of non-utilization / part utilization, the simple interest @ 10% per annum, as amended from time to time, on unutilized amount from the date of drawal to the date of refund, as per provisions contained in the General Financial Rules of Govt of India, will be charged
- 10 The University /Institute shall follow strictly the Government of India / UGC's guidelines regarding implementation of the reservation policy (both vertical) (for SC, ST & OBC) and horizontal (for persons with disability etc.) in teaching and non-teaching posts
- 11 The University / College shall fully implement the Official Language Policy of the Union Govt. and comply with the Official Language Act, 1963 and Official Languages (Use for Official Purposes of the Union) Rules, 1976 etc.
- 12 The Sanction issues in exercise of the delegation of powers vide UGC order No. 69/2014 [F. No. 10-11/12 (Admin. IA& B)] dated 26/03/2014
- 13 The University/ Institution shall strictly follow the UGC Regulations on curbing the menace of Ragging in Higher Education Institutions, 2009.
- 14 The University/ Institution shall take immediate action for its accreditation by National Assessment & Accreditation Council (NAAC)
- 15 The accounts of the University/ Institution will be open for audit by the Comptroller & Auditor General of India in accordance with the provisions of General Financial Rules, 2005
- 16 The annual accounts i.e. balance sheet, income and expenditure statement and statement of receipts and payments are to be prepared strictly in accordance with the Uniform Format of Accounting prescribed by Government
- 17 The grantee institution shall remit the unspent amount of grants-in-aid and/or interest through e-mode (RTGS/NEFT) directly to UGC account as per following bank details

Name of Bank & Address	Flexi Saving Bank Account No.	IFSC Code
Canara Bank, UGC Office, New Delhi	8627101002124	CNRB0008627

- 18 An amount of Rs. nil out of Rs. Nil has been utilized sanctioned vide this office letter of even number dated nil by the university for the purpose for which it was sanctioned and noted in grant in aid register at Page No. & S No. (This is first instalment)
- 19 These issues with the concurrence of IFD Diary No. 2010 dated 24-09-2018.
- 20 This issue with the approval of JS(SAP) Diary No. 54932 dated 27-09-2018.

Yours faithfully

(Nirmal Kaur)  
Under Secretary

Copy forwarded for information and necessary action to:

- 1 The Registrar,  
University of Burdwan  
Burdwan- 713 104
- 2 The Programme Co-ordinator  
Department of Chemistry,  
University of Burdwan,  
Burdwan- 713 104
- 3 Head of the Department of Chemistry  
University of Burdwan  
Burdwan- 713 104
- 4 The Secretary to state Government of West Bengal  
Department of Education, Kolkata
- 5 Accountant General, Central Revenues,  
AGCR Building, I.P. Estate, New Delhi
- 6 Guard File

plc  
SH. 97  
12/10/18

(Sunila Khanna)  
Section Officer



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UNIVERSITY GRANTS COMMISSION

BAHADURSHAH ZAFAR MARG

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October, 2018

17 OCT 2018

No.F.540/1/CAS-III/2016(SAP-I)

The Under Secretary FD-III Section  
University Grants Commission  
Bahadur Shah Zafar Marg  
New Delhi-110002

Sub. Release of grant-in-aid to the Registrar, University of Burdwan, Burdwan- 713 104, for the year 2018-2019 under SAP at the level of CAS-II in the Department of Chemistry.

Sir/Madam,

In supersession to this office even letter dated 14-09-2016, I am directed to convey the sanction of the University Grants Commission for payment of grant of Rs.11,24,800/- (Rupees Eleven Lakh Twenty Four Thousand Eight Hundred only) to the Registrar, University of Burdwan, Burdwan- 713 104, for the expenditure to be incurred during the year 2018-19. The earlier letter dated 14-09-2016 may be treated as cancelled.

**Recurring Grant: Gen Component @76%**

Name of the Item	Total Allocation For 5 year (₹)	Allocation for 1Years (Rs.) Gen @76%	Grant Being Proposed (By RTGS ₹)	Grant already release	Total
Contingency @ Rs. 1,00,000/-p.a	5,00,000	76,000	11,24,800/-	Nil	11,24,800/-
Chemical @ Rs. 5,00,000/-p.a	30,00,000	4,56,000			
Travel Field @ Rs. 1,00,000/-p.a	5,00,000	76,000			
Visiting Fellow @ Rs. 1,00,000/-p.a	5,00,000	76,000			
Organizing Seminars @ Rs. 2,00,000/-p.a (TWO)	4,00,000	1,52,000			
Hiring Services @ Rs. 1,00,000/-p.a	5,00,000	76,000			
Advisory Committee @ Rs. 80,000/-p.a	4,00,000	60,800			
Books & Journals @ Rs. 2,00,000/-p.a	10,00,000	1,52,000			
<b>Total</b>	<b>68,00,000</b>	<b>11,24,800</b>	<b>11,24,800/-</b>	<b>Nil</b>	<b>11,24,800/-</b>

The University/Department may utilize the above grant as per allocation already conveyed vide this office letter of even no. dated 11-02-2016.

1 The sanctioned amount is debitale to the major Head 3 (A) 14 (i) 31 mentioned above as is valid for payment during the financial year 2018-19 only

2 The amount of the Grant shall be drawn by the under Secretary (Drawing and Disbursing Officer) University Grants Commission on the grant-in-aid bill and shall be disbursed to and credited to the Registrar, University of Burdwan, Burdwan- 713 104 through Electronic mode as per the following details:

Payment Details	
a) Detail(Name & Address) of Account Holder	The Registrar, University of Burdwan, Burdwan- 713 104
b) Account No	420110100019490
c) Name & address of Bank Branch	Bank of India, Burdwan Branch, B.C. Road, Burdwan- 713 101
d) MICR Code of Branch	713013102
e) IFSC Code of Branch	BKID0004281
f) Type of Account	Saving Account
SB/Current/Cash Credit	

3 The grant is subject to the adjustment on the basis of utilization certificate in the prescribed Proforma submitted by the University / College / Institution

4 The University/Institute shall maintain proper accounts of the expenditure out of the grants which shall be utilized only on approved items of expenditure

5 The University/Institution may follow the General Financial Rules, 2005 and take urgent necessary action to amend their manuals of financial procedures to bring them in conformity with GFRs, 2005 and those don't have their own approved manuals on financial procedures may adopt the provisions of GFRs, 2005 and instructions / guidelines there under from time to time

6 Utilization Certificate to the effect that the Grant has been utilized for the purpose for which it has been sanctioned shall be furnished to the University Grants Commission as early as possible after the close of the current financial year

7 The assets acquired wholly or substantially out of University Grants Commission's grant shall not be disposed or encumbered or utilized for the purposes other than those for which the grant was given without proper sanction of the University Grants Commission and should at any time the University ceased to function such assets shall revert to the University Grants Commission

n/c



A Register of Assets acquired wholly or substantially out of the Grants shall be maintained by the University in the prescribed proforma

The Grantee institution shall ensure the utilization of grant-in-aid for which it is being sanctioned/paid. In case of non-utilization / part utilization, the simple interest @ 10% per annum, as amended from time to time on unutilized amount from the date of drawal to the date of refund, as per provisions contained in the General Financial Rules of Govt. of India, will be charged

The University / Institute shall follow strictly the Government of India / UGC's guidelines regarding implementation of the reservation policy (both vertical) (for SC, ST & OBC) and horizontal (for persons with disability etc.) in teaching and non-teaching posts

The University / College shall fully implement the Official Language Policy of the Union Govt. and comply with the Official Language Act, 1963 and Official Languages (Use for Official Purposes of the Union) Rules, 1976 etc.

The Sanction issues in exercise of the delegation of powers vide UGC order No. 69/2014 [F. No. 10-11/12 (Admin. IA&B)] dated 26/03/2014

The University/ Institution shall strictly follow the UGC Regulations on curbing the menace of Ragging in Higher Education Institutions, 2009.

The University/ Institution shall take immediate action for its accreditation by National Assessment & Accreditation Council (NAAC)

The accounts of the University/ Institution will be open for audit by the Comptroller & Auditor General of India in accordance with the provisions of General Financial Rules, 2005

The annual accounts i.e. balance sheet, income and expenditure statement and statement of receipts and payments are to be prepared strictly in accordance with the Uniform Format of Accounting prescribed by Government

The grantee institution shall remit the unspent amount of grants-in-aid and/or interest through e-mode (RTGS/NEFT) directly to UGC account as per following bank details

Name of Bank & Address	Flexi Saving Bank Account No	IFSC Code
Canara Bank, UGC Office, New Delhi	8627101002122	CNRB0008627

An amount of Rs. nil out of Rs. Nil has been utilized sanctioned vide this office letter of even number dated nil by the university for the purpose for which it was sanctioned and noted in grant in aid register at Page No. & S. No. (This is first instalment).

These issues with the concurrence of IFD Diary No. 2010 dated 24-09-2018.

This issue with the approval of JS(SAP) Diary No. 54932 dated 27-09-2018

Yours faithfully

(Nirmal Kaur)  
Under Secretary

Copy forwarded for information and necessary action to:

- The Registrar,  
University of Burdwan,  
Burdwan- 713 104
- The Programme Co-ordinator  
Department of Chemistry,  
University of Burdwan,  
Burdwan- 713 104
- Head of the Department of Chemistry,  
University of Burdwan,  
Burdwan- 713 104
- The Secretary to state Government of West Bengal  
Department of Education, Kolkata
- Accountant General, Central Revenues,  
AGCR Building, I.P. Estate, New Delhi
- Guard File

(Sunila Khanna)  
Section Officer