



सत्यमेव जयते

विश्वविद्यालय अनुदान आयोग
University Grants Commission
 मनव संसाधन विकास मंत्रालय, भारत सरकार
(Ministry of Human Resource Development, Govt. of India)
 बहादुरशाह जफर मार्ग नई दिल्ली- 110 002
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ज्ञान-विज्ञान विमुक्तये

By Speed Post

No.F.57-1/2018(CU)

March, 2018

The Registrar
 All Central Universities (39)
 As per list attached

21 MAR 2018

Subject:- Finalisation of Accounts for each schemes i.e. General Development Grant, Merged Schemed, Fellowship to Non-NET, M.Phil/Ph.D. and Additional Grant (if any) during XIth Plan Period- Central University -regarding

Sir/Madam,

As you are aware, the XI Plan completed on 31.03.2012, subsequent UGC extended the time limit for utilisation of Merged Scheme upto 30.09.2012 and for completion of building projects for utilisation the XI Plan Development grant upto 31st March, 2015. The UGC has been releasing the General Development Grant in accordance with the XIth Plan allocation & expenditure reported by the Universities. However, I would like to mention that besides utilisation certificate/ reporting of expenditure, certain other documents are also required to be submitted by the University in the prescribed format as provided in the UGC guidelines to settle the accounts. Documents which are required to settle the accounts as under:-

- (i) Utilisation Certificate for grant released during XI Plan under General Development Grant in GFR 19A as per format enclosed at **Annexure-I to IV** along with Separate Audit Report (SAR) year-wise.
- (ii) Item-wise statement of expenditure during XI Plan (Recurring and Non-Recurring separately) as per format enclosed at **Annexure-V**.
- (iii) Building Projects approved by the Building Committee/Finance Committee as per allocation made by UGC for each Building Projects separately as per format enclosed at **Annexure-VI to IX**.

You are requested to submit the above said documents by **30.04.2018** in the prescribed format to finalise the account.

This may be treated as **Most Urgent**.

Encl. :-As above



Yours faithfully

(Signature)
(Sushma Rathore)
Under Secretary

(Signature)

**Form of Audited Utilisation Certificate
(XI Plan General Development Assistance)**

Certified that out of Rs. _____ (Rupees _____ only) of grant-in-aid sanctioned during XI Plan (2007-08 to 2014-15) _____ in favour of _____ vide Letter No. given in the margin plus Bank interest earned/Receipts, _____ of _____ an _____ amount _____ of Rs. (Rupees only), a sum of Rs. _____ (Rupees _____ only) has been utilized for the purpose for which it was sanctioned and that the balance of Rs. _____ (Rupees _____ only) remained unutilized as on _____.

(Amount in Rs.)

2. Certified that I have satisfied myself that the conditions on which the grants-in-aid was sanctioned have been duly fulfilled/are being fulfilled and that I have exercised the following checks to see that the money was actually utilized for the purpose for which it was sanctioned.

1. Vouchers
2. Cash Book
3. Bank Statement
4. Bank Reconciliation
- 5.

Signature
Designation : Finance Officer
Date
Seal of the University.....

Note:

1. The Utilisation Certificate should be accompanied by the Separate Audit Report (SAR) for the year 2007-08 to 2014-15.
2. The asset certificate is to be given only for grants approved for books, equipment, building and other non-recurring items.

Form of Audited Utilisation Certificate (Merged Scheme)

Certified that out of Rs. _____ (Rupees _____ only) of grant-in-aid sanctioned during XI Plan (2007-08 to 2011-12) _____ in favour of _____ vide Letter No. _____ given in the margin plus Bank interest earned/Receipts, _____ of _____ an amount _____ of Rs. _____ (Rupees _____ only), a sum of Rs. _____ (Rupees _____ only) has been utilized for the purpose for which it was sanctioned and that the balance of Rs. _____ (Rupees _____ only) remained unutilized as on _____

(Amount in Rs.)

Year	Opening balance	Grants Received	Interest earned	Total funds available (1+3)	Expenditure incurred			Unspent Balances at the end of year (4-7)
					Grants in aid General (31)	Creation of Capital Assets (35)	Total (5+6)	
					1	2	3	
2007-08								
2008-09								
2009-10								
2010-11								
2011-12								
2012-13 (upto 30.09.2012)								
Total								

2. Certified that I have satisfied myself that the conditions on which the grants-in-aid was sanctioned have been duly fulfilled/are being fulfilled and that I have exercised the following checks to see that the money was actually utilized for the purpose for which it was sanctioned.

1. Vouchers
2. Cash Book
3. Bank Statement
4. Bank Reconciliation
- 5.

Signature
Designation : Finance Officer
Date
Seal of the University.....

**Form of Audited Utilisation Certificate
(Additional Grant)
(Separately for each project/purpose)**

Certified that out of Rs. _____ (Rupees _____ only) of grant-in-aid sanctioned during XI Plan (2007-08 to 2011-12) _____ in favour of _____ vide Letter No. _____ given in the margin plus Bank interest earned/Receipts, _____ of _____ an _____ amount _____ of Rs. _____ (Rupees _____ only), a sum of Rs. _____ (Rupees _____ only) has been utilized for the purpose for which it was sanctioned and that the balance of Rs. _____ (Rupees _____ only) remained unutilized as on _____.

(Amount in Rs.)

2. Certified that I have satisfied myself that the conditions on which the grants-in-aid was sanctioned have been duly fulfilled/are being fulfilled and that I have exercised the following checks to see that the money was actually utilized for the purpose for which it was sanctioned.

1. Vouchers
2. Cash Book
3. Bank Statement
4. Bank Reconciliation
- 5.

Signature
Designation : Finance Officer
Date
Seal of the University.....

Statement of Expenditure Incurred During XI Plan**(Under General Development Assistance)****(₹ in lakhs)**

Head/year	Allocation made by UGC	2007-08	2008-09	2009-10	2010-11	2011-12	2012-13	2013-14	2014-15	Total
Non-Recurring items										
Committed Liabilities										
For new building projects										
Campus Development										
Books & Journals										
Equipments ICT										
Other infrastructure										
Any other items										
Total										
Recurring items										
Salary:										
Teaching										
Non-Teaching										
Other recurring expenses										
Total										
Grand Total (Recurring + Non-Recurring)										

Signature

Designation : Registrar

Date

Seal of the University.....

Signature

Designation : Finance Officer

Date

Seal of the University.....

Note:-

1. The expenditure under salary head will be accepted upto 31.03.2012
2. The expenditure under Non-NET M.Phil/Ph.D & fellowship scheme will be accepted upto 31.03.2012.
3. The expenditure under Merged Scheme will be accepted upto 30.09.2012
4. The expenditure under building projects will be accepted upto 31.03.2015

UNIVERSITY GRANTS COMMISSION

DOCUMENTS REQUIRED FOR BUILDING PROJECT CONSTRUCTED DURING XI PLAN PERIOD UNDER GENERAL DEVELOPMENT GRANT

1. Name of the University:
Name of the Building Project:

ABSTRACT OF COST

- (a) Total plinth area provided in the plans:
(b) Total built up area provided in the plans:
(c) Cost per sq. meter: /

S.No.	Item	Amount (Rs.)
1.	Cost of Civil Works (as per current schedule of PWD rates)	_____
2.	Internal Water Supply and Sanitation (as prescribed at)	_____
3.	Internal Electrification (as prescribed at)	_____
4.	External Services @ 5% of Civil Cost	_____
5.	Total amount	_____
6.	Contingencies @ 3% of 5 above	_____
7.	Architect fees (as prescribed at)	_____
8.	Clerk of works, if appointed	_____
9.	Furniture (as prescribed at)	_____
10.	Centage Charges as claimed by the State/Central Govt. agencies entrusted with construction work	_____
11.	Anti termite treatment as claimed, if any	_____
	Total estimated cost	_____

Signature: _____

Registrar
(Seal)

Signature: _____

Engineer/Architect
(Seal)

(In case of Architect, his Registration No. with Council of Architecture may be given, with his complete address)

2. Name of the University :**Rate Conformity Certificate**

This is to certify that the estimates for the proposed construction of _____ during XI plan period is based on current schedule of PWD Rates of the Region for the year _____.

Signature: _____
Registrar
(Seal)

Signature: _____
PWD Engineer/University Engineer
(Seal)

3. Certified that:

- (a) The plan and estimates of the building has been approved by the Building committee and are in conformity with the norms as suggested by the Commission and the rates are as per CSR of the Region.
- (b) The land on which the proposed building is to be constructed is under the undisputed ownership and possession of the University.
- (c) The proposed construction will be executed by the Construction Division of the University/ Contract basis/ Deposit work by the PWD. (Strike out whichever is not applicable)
- (d) The expenditure over and above UGC grant, if any will be met by the University from its own resources and the construction will not be delayed for want of funds
- (e) The structural soundness of structure to bear the load of the proposed building, in case, it is going to be constructed upon the ground floor building now or in future.
- (f) The University has not availed any grant for the proposed construction earlier.
- (g) The project would be completed in a time bound manner
(Please indicate the duration).
- (h) The Composition and Resolution of the Building Committee duly signed by all the members with designation (be enclosed).

Signature: _____
Engineer
(Seal)

Signature: _____
Vice-Chancellor/Registrar
(Seal)

UNIVERSITY GRANTS COMMISSION

COMPLETION COST PROFORMA

Name of University

Scheme

Name of the Building.....

Total built up area of the Project.....

S. No.	Nature of work	Value of estimates	Value of accepted tender	Completion	Reason for increase/decrease in completion cost over estimates/accepted tender
1	Civil work (value of estimates should be as approved by the PWD)				
2	Internal water supply and sanitation				
3	Internal Electrification				
4	External Services				
5	Furniture				
	Total				
6	Architect's fee paid (including supervision charges)				
	Total Completion cost:				

Please attach a completion certificate signed by the Registrar (specimen enclosed at annexure -VIII)

Finance Officer/

Signature of Engineer/

University Engineer

Registrar

Architect

(with his seal)

UNIVERSITY GRANTS COMMISSION

COMPLETION CERTIFICATE

It is certified that the construction of (Name of the building) against the allocation approved by the University Grants Commission under its letter No.F..... dated The construction works of building commenced onand has been completed on at a cost of Rs. (Rupees.....) in accordance with the plans as recommended by Building Committee and approved by the Finance Committee. The site has been properly cleared.

Signature of Engineer/Architect

Signature of the Registrar

Seal of University

UNIVERSITY GRANTS COMMISSION

(ASSET CERTIFICATE)

It is certified that inventories of permanent or semi-permanent assets created/acquired wholly or mainly out of the grant given by the University Grants Commission are being maintained in the prescribed form and are being kept up-to-date.

Registrar

(with his seal)

Finance Officer

(with his seal)