

**GOVT. OF WEST BENGAL  
HIGHER EDUCATION DEPARTMENT  
COLLEGE SPONSORED BRANCH  
BIKASH BHAVAN, SALT LAKE, KOLKATA – 700091.**

NO: - 320-Edn. (C.S)/10M – 96/13

DATE -01-4-2015

**M E M O R A N D U M**

For expeditious release/ utilization of Budget Grants for financial assistance to Govt. aided Colleges and Institutions, the State Govt. in the Higher Education Department has decided to prescribe the following guidelines for submission of proposal for financial grant for construction of Building & other Civil Infrastructure of Govt.-aided Colleges for the C.F.Y, i.e. 2015-16, as: -

1. Estimate, in Original, should be vetted by the competent authority [i.e. by Assistant engineer up to ₹3 Lakhs, by Executive / District Engineer up to ₹45 Lakhs, by Superintending Engineer upto ₹2 Crores & by Chief Engineer for more than ₹2 Crores], as prescribed in Finance (Audit) Department's Order No. 5458-F(Y) dt. 27.06.2012 and duly countersigned by the Principal/TIC of the concerned college. The vetting power will be determined on the total estimated amount proposed for the current financial year not in division.
2. Photocopy of Resolution book of Governing body meeting containing Specific Agenda and signatures of the members present in the meeting, duly authenticated by the Principal/Teacher-in-Charge.
3. Photocopy of Resolution book of Building Committee meeting containing Agenda, Signatures of the members present and seal & signature of the Engineer Member (minimum at the rank of an Assistant Engineer) duly authenticated by the Principal/Teacher-in-charge of the concerned college.
4. Utilization Certificate, in original, in prescribed format [ G.O N.O.8327-F(Y), dt. 3<sup>rd</sup> October, 2012 & SR 330A of WBTR Vol-I ] of last received Grant from State Govt. / Govt. of India / UGC along with seal & signature of the Engineer Member of the Building Committee, duly authenticated by the Principal / Teacher-in-Charge.
5. Photographs in support of the construction done against the grant received earlier (if any) / for Proposed Construction Site, prominently displaying the name of the college, in the form of banner or hoarding or plaque.
6. Justification of the proposal, indicating ---- total no. of students ( mentioning No. & percentage of S.C, S.T & O.B.C students), and last received 3(three) Sanctions from this Deptt. ( mentioning Order No. & date, Amount, Purpose & status for Submission of U.C.).
7. The proposal for Building grant should be submitted to the Addl. Secretary, Higher Education Department (C.S Branch) within 30<sup>th</sup> June, 2015.

This proposal issues with the approval of the M.I.C of this Department.

Sd/-  
Madhumita Ray  
Addl. Secretary,  
to the Govt. of West Bengal