

Government of West Bengal
Department of Higher Education, Science & Technology
And Biotechnology
College Sponsored Branch
Bikash Bhavan, Salt Lake, Kolkata – 700 091

No.1231- Edn (CS)/10M-108/17

Dated, Kolkata the 6th October, 2017

M E M O R A N D U M

For expeditious release / utilization of the budget Grants for financial assistance to the Govt. aided colleges and institutions, the State Government in the Department of Higher Education, Science & Technology and Biotechnology, has decided to prescribe the following guidelines for submission of proposal for financial grant for purchase of books, furniture, laboratory equipment, computers and its allied items with fittings, electrical items with fittings, and any other miscellaneous necessary items, for smooth running of the regular day to day work of the Govt. aided colleges in the current financial year 2017-18.

1. The resolution of the Governing Body and purchase committee duly authenticated by the Principal / Teacher-in-charge.
2. Utilisation certificate (in original) in prescribed format (as per F.D. Memo No. 8327-F(Y). dated 03.10.2012) of the last received grant for the same purpose from the state Govt., duly authenticated by the Principal / Teacher-in-charge. If the Grant-in-aid was not received earlier, it must be mentioned in a separate statement.
3. The college authority will submit the claim on the basis of the quotation / tender. The procurement rules are to be followed strictly as per F.D. Memo no. 5400-F(Y), dt. 25.06.2012 and 10500-F, dt. 19.11.2004 with their latest amendments, regarding accepting quotation / tender for the specific item.
4. For every proposal of financial assistance, when the specifications and nature of the proposed items are different to each other, a separate quotation / tender will be initiated for the purchase of the each different item, such as -- i) Books for Library, iii) Chemicals & equipment for the laboratory of each type, i.e., for Physics, Chemistry, Geography and any other laboratory based subject, separately, iv) Wooden furniture, iv) Steel furniture, v) Computer with allied items with fittings, vi) Electrical items with fittings, & vii) Any other miscellaneous necessary items,-- for running the regular day to day work of the college.

The proposals are to be submitted to this department by 30th November, 2017.

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