



VISVA-BHARATI  
SANTINIKETAN  
DEVELOPMENT SECTION

गणित सदन / Computer Centre  
विश्वभारती / Visva-Bharati  
सारांश सं./Docket No. 1392  
तिथि/Date ..... 4.2.20

## NOTIFICATION

**Sub.: Status of utilization of fund allocated under Capital Assets for the year 2019-2020.**

Ref.: Memo no. Dev./Annual Allocation/32/2019-20, dated 18/11/2019.

With reference to the memo referred above, all Heads of Bhavanas/Vibhagas, academic and administrative departments/centres/units/offices/sections of Visva-Bharati who were allocated with fund vide memo no. Dev./Annual Allocation/32/2019-20 dated 18/11/2019 of this section for equipment/laboratories, other infrastructure including furniture & fixture and books & journals are hereby requested to please forward the updated status of utilisation (i.e. upto 31/01/2020) against the respective allocations made under the appropriate item heads of out of Capital Assets for the year 2019-2020, **to the Development Section, Visva-Bharati (also through return e-mail) latest by 10/02/2020** as per the enclosed format (**Annexure-A**) for the purpose of review by the competent authority.

Kindly treat the matter as **MOST URGENT.**

*Shu*  
*04.02.2020*  
Joint Registrar (Development)  
Visva-Bharati

Encl.: As stated.

Ref. No. Dev./Annual Allocation/ 42 /2019-2020  
Dated: 03/02/2020

Copy forwarded for information and necessary action to:

1. The Registrar, Visva-Bharati.
2. The Finance Officer, Visva-Bharati
3. The Internal Audit Officer, Visva-Bharati
4. The Joint Registrar (Accounts), Visva-Bharati
5. The Deputy Registrar & C.S. to Vice-Chancellor, Visva-Bharati.
6. The In-charge, Computer Centre, Visva-Bharati – with a request to upload the notification in the University website.
7. File: Annual Allocation 2019-2020 (Capital Assets)

**Statement of utilisation/expenditure under Capital Assets for the year 2019-2020**  
(upto 31/01/2020)

Name of the Bhavana/Department/Centre/Unit/Office:

(in ₹)

"Equipments/Laboratories"							
Sl. No.	Administrative approval of allocation accorded		Details of items procured/purchased			Unspent balance, if any	Remarks, if any
	Reference no.	Amount	Particulars/specifications	Quantity	Amount		
		<b>TOTAL</b>					

"Other Infrastructure including furniture & fixtue"							
Sl. No.	Administrative approval of allocation accorded		Details of items procured/purchased			Unspent balance, if any	Remarks, if any
	Reference no.	Amount	Particulars/specifications	Quantity	Amount		
		<b>TOTAL</b>					

"Books & Journals" (to be provided by the University Librarian)							
Sl. No.	Administrative approval of allocation accorded		Details of items procured/purchased			Unspent balance, if any	Remarks, if any
	Reference no.	Amount	Particulars/specifications	Quantity	Amount		
		<b>TOTAL</b>					

Signature of the Director/Adhyaksha/Head  
Date: