



VISVA-BHARATI
SANTINIKETAN

IMPORTANT
&
URGENT

NOTIFICATION

Sub. : Status of utilization of grants under XII Plan General Development Assistance

Consequent upon the decision of the Planning Board of the University at its meeting dated 26/09/2015, the undersigned is directed to request all concerned (i.e. who have been provided with grants) to forward the status of actual utilisation/expenditure upto 30.11.2015 as per the proforma given hereunder in respect of XII Plan General Development Assistance to **the Finance Officer with a copy to the undersigned on or before 15.12.2015 positively** to facilitate the review of the same by the competent authority after December, 2015.

Proforma

Statement of expenditure against grants under XII Plan General Development Assistance

Date of Report :

Ref. No.

Sl. No.	Financial sanction no. & date	Amount (in Rs.) (A)	Details of expenditure			Total expenditure (in Rs.) (B)	Balance (in Rs.) (A-B)
			Name of items/particulars	Bill No. & date	Amount (in Rs.)		
Non-Recurring							
			Total (Non-recurring)				
Recurring							
			Total (Recurring)				

Date:

Signature of Head of Office/
Controlling Officer
(with seal)

Cooperation of all concerned is earnestly solicited.

Debashis 17/11/15
Joint Registrar (Development)
Visva-Bharati

Memo no. Dev./XII Plan/ 77 /2015-2016

Dated: 17/11/2015

Copy forwarded for information and necessary action to :

1. All Provosts/Directors/Adhyakshas of Visva-Bharati
2. The Finance Officer, Visva-Bharati
3. All Heads of the academic/administrative departments/centres/offices of Visva-Bharati.
4. The Internal Audit Officer, Visva-Bharati
5. The Deputy Registrar (Accounts), Visva-Bharati
6. The Deputy Registrar & C. S. to Vice-Chancellor, Visva-Bharati
7. In-Charge, Computer Centre, Visva-Bharati – With a request to kindly upload this notification on the University website.
8. Section Officer (Development), Visva-Bharati
9. P. A. to Registrar, Visva-Bharati
10. File: XII Plan