



DEVELOPMENT SECTION

Ref. No.: Dev./Annual Allocation/ 41 /2023-2024

Dated: 01/12/2023

1. Directors/Adhyakshas of Bhavana/Vibhaga, Visva-Bharati
2. Heads of Academic and Administrative Department/Centre/Unit/Office, Visva-Bharati




Sub.: Status of utilization of fund allocated under Capital Assets for the year 2023-24.

Ref.: Memos no. Dev./Annual Allocation/10/2023-2024, dated 10/07/2023 & Dev./ Annual Allocation/31/2023-2024, dated 21/09/2023.

With reference to the memos as cited above, all concerned are hereby requested to forward the updated status of utilization (i.e. up to 30/11/2023) to the Development Office **latest by 20/12/2023**, against the allocations made under the item heads 'Small Equipment/Laboratories'; 'Other infrastructure including furniture & fixture' and 'Books & Journals' as well as 'ICT enabled Infrastructure for online learning and content development and procurement of e-resource (perpetual)' out of Capital Assets for the year 2023-2024, as per the enclosed format (**Annexure**), in order to review the status by the competent authority, as appropriate.

Cooperation from all concerned is earnestly solicited.

Please treat the matter with **DUE PRIORITY.**

 01/12/2023
Joint Registrar (Development)
Visva-Bharati
 

Encl.: As stated.

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 Joint Registrar & C.S. to Vice-Chancellor, Visva-Bharati.
6. File: Annual Allocation 2023-2024 (Capital Assets).

Statement of utilisation/expenditure under Capital Assets for the year 2023-2024

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

(in ₹)

"Small Equipment/Laboratories"							
Sl. No.	Administrative approval of allocation accorded		Details of items procured/purchased			Unspent balance, if any	Remarks, if any
	Reference no.	Amount	Particulars/Items	Quantity	Amount		

(in ₹)

"Other Infrastructure including furniture & fixture"							
Sl. No.	Administrative approval of allocation accorded		Details of items procured/purchased			Unspent balance, if any	Remarks, if any
	Reference no.	Amount	Particulars/Items	Quantity	Amount		

(in ₹)

"Books & Journals" and "procurement of e-resource (perpetual)" (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/Items	Quantity	Amount		

(in ₹)

"ICT enabled Infrastructure for online learning and content development" (to be provided by the In-Charge, Computer Centre)							
Sl. No.	Administrative approval of allocation accorded		Details of items procured/purchased			Unspent balance, if any	Remarks, if any
	Reference no.	Amount	Particulars/Items	Quantity	Amount		

Signature of the concerned Director/ Adhyaksh / Head with seal

Date: