



UNIVERSITY GRANTS COMMISSION  
BAHADURSHAH ZAFAR MARG  
NEW DELHI-110002

FD Diary No. 6358  
Dated: 19.11.2018

27 NOV 2018

Dated: November, 2018

F. No.6-35/2018TG

The Under Secretary (FD-III)  
University Grants Commission  
Bahadur Shah Zafar Marg  
New Delhi-110 002

Subject: Release of Grants-in-aid to Principal Sacred Heart College, Thevara, Kochi-682 013 Kerala for the year 2018-2019 under Travel Grant Scheme (Plan)

Sir/Madam,

I am directed to convey the sanction of the University Grants Commission for payment of grant of Rs.2,26,094/- (Rupees Two lakh twenty six thousand ninety four only) as Travel grant reimbursement to The Principal, Sacred Heart College, Thevara, Kochi-682 013 Kerala in respect of Dr. Jinu George, Assistant Professor, Department of Chemistry to visit Sweden from 3rd-6th June, 2018 for the 2018-2019 (Plan) expenditure incurred during 2018-2019

Name of the Item	Head of Account	Grant now being sanctioned	Grant already sanctioned	Total grant
Re-imburement of travel grant	3(A) 19 (V) 31	2,26,094/-	--	2,26,094/-

- The sanctioned amount is debitale to 3(A) 19 (V) 31 and is valid for payment during the financial year 2018-2019 only.
- The amount of the Grant shall be drawn by the Under Secretary (Drawing and Disbursing Officer) UGC on the Grants-in-aid bill and shall be disbursed to and credited to The Principal, Sacred Heart College, Thevara, Kochi-682 013 Kerala through Electronic mode as per the following details:
  - Details (Name & Address) of Account Holder : The Principal, Sacred Heart College, Thevara, Kochi-682 013 Kerala
  - Account No: 0805101024535
  - Name & address of Bank branch: Canara Bank, Ernakulam, Banerji Road, Kerala-628 018
  - MICR Code: 682015003
  - IFSC Code: CNRB0000805
  - Type of Account: Saving Bank
- The Grant is Subject to the adjustment on the basis of Utilization Certificate in the prescribed Performa submitted by the University/Institution.
- The University / Institution shall maintain proper accounts of the expenditure out of the Grants which shall be utilized only on the approved items of expenditure.
- The University / Institution may follow the General Financial Rules, 2005 and take urgent necessary action to amend their manuals of financial procedures to bring them in conformity with GFRs, 2005 and those don't have their own approved manuals on financial procedures may adopt the provisions of GFRs, 2005 and instructions/guideline there under from time to time.
- The Utilization Certificate to the effect that the grant has been utilized for the purpose for which it has been sanctioned shall be furnished to UGC as early as possible after the close of current financial year.
- The assets acquired wholly for substantially out of University Grants Commission's Grant shall not be disposed or encumbered or utilized for the purposes other than those for which the grants was given without proper sanction of the UGC and should at any time the University ceased to function, such assets shall revert to the University Grants Commission.

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- was given without proper sanction of the UGC and should at any time the University ceased to function, such assets shall revert to the University Grants Commission.
8. A Register of Assets acquired wholly or substantially out of the grant shall be maintained by the University in the prescribed Performa.
  9. The grantee institution shall ensure the utilization of grants-in-aid for which it is being sanctioned / paid. In case of non-utilization/part utilization thereof, simple interest @ 10% per annum, as amended from time to time on the unutilized amount from the date of drawl to the date of refund as per provisions contained in General Financial Rules of Govt. of India, will be charged.
  10. The University / Institution shall follow strictly the Government of India / UGC's guidelines regarding implementation of the reservation policy [both vertical (for SC, ST & OBC) and horizontal (for persons with disability etc.)] in teaching and non-teaching posts.
  11. The University / Institution shall fully implement the Official Language Policy of Union Government and comply with the Official Language Act,1963 and Official Languages (Use for Official Purposes of the Union) Rules,1976 etc.
  12. The sanction is issued in exercise of the delegation of powers vide UGC Order No. 130/2013 [F.No. 10-11/12 (Admn. IA & B)] dated 28/5/2013.
  13. The University /Institution shall strictly follow the UGC Regulations on curbing the menace of Ragging in Higher Education Institutions, 2009.
  14. The University / Institution shall take immediate action for its accreditation by National Assessment & Accreditation Council (NAAC).
  15. The accounts of the University / Institution will be open for audit by the Comptroller & Auditor General of India in accordance with the provisions of General Financial Rules, 2005.
  16. The annual accounts i.e. balance sheet, income and expenditure statement and statement of receipts and payments are to be prepared strictly in accordance with the Uniform Format of Accounting prescribed by Government.
  17. Funds are available under the scheme.
  18. This issues with the concurrence of IFD vide Diary No.2632 (IFD) dated 10/8/2016.
  19. This issues with the approval of Joint Secretary vide Diary No.61529 dated 12/8/2016.

Yours faithfully,

(Pramod Sharma)  
Under Secretary

Copy forwarded for information and necessary action for:-

1. The Registrar, Mahatma Gandhi University, Priyadarshini Hills, P.O-Kottayam-686 560  
Kerala
2. The Principal, Sacred Heart College, Thevara, Cochin – 13, Dist. Ernakulam, Kerala
3. Dr. Jinu George, Assistant Professor, Department of Chemistry, Sacred Heart College,  
Thevara, Cochin – 13, Dist. Ernakulam, Kerala
4. Office of the Principal General of Audit, Central Revenues, AGCR Building, I.P. Estate, New Delhi.
5. The Accountant General, Govt. of Kerala, Thiruvananthapuram:
6. Guard File.

(Pramod Sharma)  
Under Secretary