

GOVERNMENT OF WEST BENGAL
Higher Education Department
College Sponsored Branch
Bikash Bhavan, Salt Lake, Kolkata-700091

No.1046- Edn(cs)/10M-94/2015

Date: 19.11.2015

MEMORANDUM

For expeditious release/utilization of Budget Grants for financial assistance to Government-aided Colleges and Institutions, the State Government in the Higher Education Department has decided to prescribe the following guidelines for submission of proposal for financial grant for purchase of books, furniture, laboratory equipments, computers and its allied instruments with electrical fittings, Electric Generator, etc. of Government-aided Colleges for the current financial year, i.e., 2015-16:-

1. Photocopy of Resolution Book of Governing Body and purchase committee and signatures of the members present in the meeting, duly authenticated by the principal/teacher-in-charge.
2. Utilization certificate (in original) in prescribed format (as per Finance Department Memo No. 8327-F(Y) dated 03.10.2012) of last-received grant for the same purpose from the State- Government, duly authenticated by the Principal/Teacher-in-charge. If grant not received earlier, it should be mentioned.
3. For every proposal of financial assistance a fairly accurate estimate by competent authority accompanied by a preliminary report, plan and other details to be submitted.
The college authority may also submit the claim on the basis of the tender / quotation.
Procurement rules of the State Government to be followed strictly as per FD Memo. No. - 5400-F(Y) dt.25.6.12, 1160-F(Y) dt.28.2.14 for procurement from State Government grants.
4. A comparative statement, in original, consisting of name & description of item, quantity of item, name of company, rate, acceptance of lowest rate etc, duly authenticated by the members of the purchase committee and Principal /Teacher-in-charge. Such statement will be prepared on the basis of minimum number of quotations as required as per FD Memo No. 5400-F(Y) dt. 25.6.12 under rule 47(8) Note-1 if the proposal is submitted after finalisation of tender.
5. Materials for which the DGS &D and NICS I at approved rate contracts are available, can be purchased directly from the enlisted agencies of DGS&D and NICS I at approved rate contracts (vide 5400-F(Y) dt. 25.6.12) in such case estimate should be prepared on the basis of those rates only.
Direct purchase from WBSIDC Ltd. Can also be made as per approved list of items to be supplied by WBSIDC Ltd., as per FD Memo No. 10500-F dt 19.11.04 and estimate can be drawn on the basis rates received from WBSIDC Ltd.
6. The proposal of such grant should be submitted to "The Addl.Secretary, Higher Education Department," not later than 10th December, 2015.

This order issues with the approval of the Principal Secretary of this Department.



Joint Secretary

No.1046 /1(7)- Edn(cs)/10M-94/2015

Date: 19.11.2015

Copy forwarded for information to:-

1. The Additional Secretary, College Sponsored Branch, Higher Education Department.
2. The Director of public instruction, West Bengal
- ✓ 3. Krishnendu Basak, Deputy Secretary-with request to upload this memo at the department website.
4. The PS to the MIC, Higher Education Department.
5. The PA to the Pr. Secretary, Higher Education Department.
6. Guard File
7. Office copy.



Joint Secretary