

**Government of West Bengal  
Department of Higher Education,  
Science and Technology & Biotechnology  
C.S.Branch  
Bikash Bhavan, Salt Lake, Kolkata-700091**

No.507- Edn(CS)/10M-96/13

Date: 4<sup>th</sup> May, 2018

**MEMORANDUM**

For expeditious release/utilization of Budget Grants for financial assistance to Government aided Colleges and Institutions, the State Government in the Department of Higher Education, Science and Technology & Biotechnology has decided to prescribe the following guidelines for submission of proposal for financial grant for construction of Building & other Civil Infrastructure of Govt. aided Colleges for the current Financial Year. i.e. 2018-19:-

1. Estimate, in Original, should be vetted by the competent authority [i.e. by Assistant engineer up to Rs. 3 Lakhs, by Executive/ District Engineer up to Rs. 45 Lakhs, by Superintending Engineer upto Rs. 2 Crores & by Chief Engineer for more than Rs. 2 Crores], as prescribed in Finance (Audit) Department's Order No. 5458-F(Y) dt. 27.06.2012) and duly countersigned by the Principal/TIC of the concerned college. The vetting power will be determined on the total estimated amount proposed for the current financial year (not in division).
2. Photocopy of Resolution book of Governing body meeting containing Specific Agenda and signatures of the members present in the meeting, duly authenticated by the Principal/Teacher-in-Charge.
3. Photocopy of Resolution book of Building Committee meeting containing Agenda, Signatures of the members present and seal & signature of the Engineer Member(minimum at the rank of an Assistant Engineer) duly authenticated by the Principal/Teacher-in-charge of the concerned college.
4. Utilization Certificate, in original, in prescribed format [G.O.NO. 8327-F(Y), dt. 3<sup>rd</sup> October, 2012 & SR 330A of WBTR Vol-I] against last received Grant from State Govt./Govt. of India/UGC along with seal & signature of the Engineer Member of the Building Committee, duly authenticated by the Principal/Teacher-in-Charge.
5. Photographs in support of the construction done against the grant received earlier (if any) for proposed construction site, prominently displaying the name of the college, in the form of banner or hoarding or plaque.
6. Justification of the proposal, indicating total no. of students (mentioning No. & percentage of S.C. S.T & O.B.C students), and last received 3(three) Sanctions from this Deptt. (mentioning Order No. & date, Amount, Purpose & status for Submission of U.C).
7. The proposal for Building grant should be submitted to the O.S.D & Ex. officio Secretary, Higher Education, Science and Technology & Biotechnology (C.S.Branch) within 30<sup>th</sup> June, 2018.


  
O.S.D & Ex. officio Secretary  
to the Govt. of West Bengal

No.507/1(9)- Edn(CS)/10M-96/13

Date: 4<sup>th</sup> May, 2018

Copy forwarded for information and taking necessary action to the:-

1. D.P.I, WB—with a request for circulation of this Memorandum to all the Govt. aided Colleges;
2. Commissioner to this Department;
3. Financial Advisor to Education Deptt.;
4. Special Secretary (University Br.);
5. Special Secretary (C.G. Br.);
6. Joint Secretary (Budget Br.);
7. IT cell of this department--- with a request for uploading this Memorandum on the Website of this Deptt. ;
8. P.S. to M.I.C. of this department. ;
9. P.A. to Additional Chief Secretary of this department.

  
Deputy Secretary to the  
Government of West Bengal