



University Grants Commission  
Bahadur Shah Zafar Marg  
New Delhi-110002

No.F.10-1/2008 (FD-II/III) IA/

Dated: 09-7-2013

OFFICE MEMORANDUM

**Subject:** Revised procedure for drawl of funds for payment of Grants-in-aid to Universities/Colleges/Institutions recognized under UGC Act.

In continuation to this Office Memorandum no. 10-1/2008 (FD-II/III) IA/ dated 04-07-2013 on the aforesaid subject, the bill form for drawl of grants in aid has been revised as per annexure and may be used by grants sanctioning bureaus hence forth.

It has also be decided that only one sanction order is to be prepared and be signed by US/EO or a higher level Officer in blue ink. No extra copies of sanction order are to be prepared. Endorsement copies can be prepared as per requirement.

The words "Section Officer (FD-II)" appearing in the second line of page 4 of Office Memorandum referred above be read as "Section Officer (FD-III)".

Further, needless to mention, all the vouchers (after payment) are to be kept in FD-II section for records and keeping them in safe custody will be the responsibility of Section Officer (FD-II).

Encl: - Annexure

Copy to:

1. All Bureau/Divisional Heads/Branch Officers/Section Officers, UGC.
2. PS to CM./VCM/Secretary/FA/Director (Admn)
3. DS/US (Finance Division)/DS (Admn)/IA/IFD
4. Guard File

*Upamanyu Basu*  
(Upamanyu Basu)  
Financial Adviser

UNIVERSITY GRANTS COMMISSION  
BAHADUR SHAH ZAFAR MARG  
NEW DELHI-110002

NAME OF THE SECTION: \_\_\_\_\_

**Grant-in-aid Bill**

1	Name of the Beneficiary Institution (University/College/Institute)	
2	Sanction No. and date	No.:- Dated:- F.D. Dy. No. _____ Dated: _____
3	Amount being released	Rs _____ (Rupees _____)
4	Purpose of grant-in-aid	
5	Head of Account	
6	Designation and address of the Authorised Officer	
7	Payment Details	
(a)	Bank Name & Address of Branch	
(b)	Account No.	
(c)	Type of Account: SB/Current/Cash Credit	
(d)	IFSC Code	
(e)	MICR Code of Branch	
(f)	Whether bank branch is RTGS or NEFT enabled: RTGS/NEFT/Both	
(g)	Name & address of Account Holder	

Received a sum of Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_)  
being the amount sanctioned vide sanction No. \_\_\_\_\_ dated \_\_\_\_\_  
(copy enclosed) for disbursement to \_\_\_\_\_

Certified that the condition of the grant has been accepted by the grantee. Necessary entries in GIA/  
Budget Control Register have been made.

Signature with stamp of the Officer  
----P.T.O.----

For use in Finance Division of University Grants Commission

Finance Division-III

Bill Token No. \_\_\_\_\_

Dated: \_\_\_\_\_

1. Specimen signature in GIA Bill, Sanction order & FD Diary No. checked and found in order.
2. Entry made in ECR at Pg-----
3. Pay Rs. .... (Rupees ..... ) through e-mode as indicated in bill.

DA

SO

US

Finance Division-II

- (a) Voucher no. & date :- No. \_\_\_\_\_ Dated \_\_\_\_\_
- (b) Name of the Bank :-
- (c) Cheque No. & Dated :- No. \_\_\_\_\_ Dated \_\_\_\_\_
- (d) Amount of Cheque :-
- (e) If amount of Cheque :-  
includes payment of  
other vouchers, the  
number of such vouchers  
alongwith amount of each  
voucher.
- (f) U.T.R. No. & :- No. \_\_\_\_\_ Dated \_\_\_\_\_  
date of e-payment

(Signature)  
Section Officer (FD-II)



ज्ञानविज्ञान विमुक्तये  
University Grants Commission  
Bahadur Shah Zafar Marg  
New Delhi-110002

No.F.10-1/2008 (FD-II/III) IA/

Dated: 4th July 2013

**OFFICE MEMORANDUM**

**Sub: Revised procedure for drawal of funds for payment of Grants-in-aid to Universities / Colleges /Institutions recognized under UGC Act**

Reference is invited to this office communication No. F.10-1/93-FD/UGC (FD-2) dated 6<sup>th</sup> June, 1997, No. 1-1/95(IA) dated 23<sup>rd</sup> July, 1997 and O.M. No. 10-1/93/FD/UGC (FD-2) dated 12<sup>th</sup> September, 1997 on the aforesaid subject.


The existing procedure regarding payment of Grants-in-aid to Universities/Colleges/Institutions recognized under the UGC Act has been reviewed by the Commission in its 493<sup>rd</sup> Meeting [Item No. 6.01(iii); held on 10/05/2013] and in compliance of the Commission's decision, the revised procedure of payment of Grants-in-aid to Universities/Colleges/Institutions recognized under the UGC Act is hereby introduced with immediate effect.

**STEP – 1 (for compliance by Bureaus)**

- (a) All proposals relating to sanction/release of Grants-in-aid under various schemes will require the concurrence of IFD before sanction. After the concurrence of IFD and sanction by the competent authority, the draft sanction order will be prepared by bureau concerned and it will indicate the following at the end:

*"This issues with the concurrence of IFD vide their diary No. \_\_\_\_\_ dated \_\_\_\_\_."*

- (b) The draft sanction order is to be addressed to the Under Secretary (Finance Division), UGC, who is the Drawing and Disbursing Officer. The sanction order is to be signed by US/EO or a higher level officer. If the sanction order signing authority is conveying the sanction of higher authority, the sanction should indicate as *"This issues with the approval of \_\_\_\_\_ (designation of the Authority), UGC vide diary No. \_\_\_\_\_ dated \_\_\_\_\_"*. Endorsement copies are to be signed by Section Officer concerned and not by the Officer who signed the sanction order. The draft sanction order will be in following format:-

 <b>University Grants Commission</b> Bahadur Shah Zafar Marg New Delhi-110002	<div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;">         F.D. Diary No.....          Date.....       </div> <div style="display: flex; justify-content: space-between;"> <span>No. _____</span> <span>Dated: _____</span> </div>
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The draft sanction order along with the relevant file will be sent to FD-III Section for recording the FD diary number.

**STEP – 2 (for compliance by Finance Division)**

FD-III Section (of Finance Division) will maintain a Diary Register in the following format and allot a diary number to each draft sanction order sent by the grant sanctioning bureau and also make necessary entries in column 1-5 of the Diary Register. The diary number so such allotted will be indicated on the draft sanction order and on the note sheet where the proposal was sanctioned by the sanctioning authority. While allotting the diary number, FD-III will verify the correctness of the draft sanction order with reference of the proposal approved in the file (name of the grantee/payee, amount etc.). In addition to the Dealing Assistant, the overall responsibility of proper maintenance and safe custody of this **Diary Register** will be that of SO (FD III). The format of this register will be as under:-

Date: \_\_\_\_\_

1	2	3	4	5	6	7	8
S. No.	Diary No.& Date	File Number	Name of Grantee	Amount to be paid	Bill Token No. & Date	Name of Bank	Payment Ref. No. & date
1							
2							
3							

Thereafter, the file will be returned to the respective Grants-in-aid Bureau/Division for the issuance of formal sanction and preparation of Grants-in-aid Bill (to be signed in **blue** ink by US/EO or a Higher Level Officer).



### **STEP – 3 (for compliance by the Bureaus)**

The original sanction order will also contain E-payment details of the grantee institution/beneficiary. The Section concerned shall be responsible for the genuineness of the payment details. **Every page** of the Sanction letter and the GIA Bill shall be signed by the authority competent to sign the Sanction letter i.e., US/EO or a higher level officer. Further, the Section Officer concerned will ensure the dispatch of grants in aid bill duly supported by sanction order in a reasonable time through Bill Transit Register (*not more than seven working days of the date of receipt of draft sanction order*) to FD III section for arranging payment. The Section Officer concerned will also be responsible for the proper maintenance and safe custody of Bill Transit Register. S/he will also ensure dispatch of all other copies of the sanction letter under proper acknowledgment.

### **STEP – 4 (for compliance by Finance Division)**

On receipt of Grants-in aid Bill along with the sanction order from the Grants sanctioning Bureau, FD-III Section shall issue a Token No. to each Bill and make necessary entries in Column 6 of Diary Register and shall also check the following:-

- (a) Signature on the sanction and GIA Bill with the specimen signature available with them (FD-III Section will obtain and maintain the specimen signature register of all US/EO and Higher Level Officers)
- (b) FD diary no. indicated on the sanction order with corresponding entry in the FD diary register
- (c) Correctness of payee/grantee and amount with reference to the entries already made in their diary number in Column No. 4 & 5

Thereafter, FD-III Section will put a stamp as under on GIA Bill and cancel the sanction order attached with the bill in red ink before recording pay order [to be signed by US (FD-III)]

Finance Division, UGC		
1.	Specimen signature in GIA Bill, Sanction order & FD Diary No. checked and found in order.	
2.	Entry made in ECR at Pg-----	
3.	Pay Rs..... (Rupees.....) through e-mode as indicated in bill.	
DA	SO	US

The bill then will be sent to FD-II section through Bill Transit Register by FD-III section. Section Officer (FD II) shall be responsible for proper maintenance and safe custody of this register.

After payment of the bill by FD-II Section through electronic mode, FD-III Section will obtain the payment details from FD II Section and make necessary entries in column No. 7 & 8 of their diary number as well as in Expenditure / Budget Control Register against their respective entries.

**STEP – 5 (for compliance by Finance Division)**


At the time of payment, the vouchers will not be sent to the bank by FD-II section. Instead, a suitable advice containing the bank details of the beneficiaries, to be signed jointly by SO & US (FD-II), will be sent to the bank along with the cheque. All vouchers are to be retained in FD-II Section for record.

**STEP – 6 (for compliance by both Finance Division and the Bureaus)**

FD-II Section will send a statement of payments made during the month to the Bureau concerned in the first week of the following month. Bureaus will reconcile their sanctions with reference to the payments made by the Finance Division within a week of the receipt of such statement. *In case the Bureaus do not respond by 20<sup>th</sup> of the following month, the payment done by Finance Division in the previous month will be treated as un-reconciled the responsibility for which will be of Bureau Head concerned.*

Thus, after all the necessary entries, a draft Sanction order will appear as in ANNEXURE 1. However, the sanctioning Bureau concerned may, if necessary, add other terms and conditions as per the Scheme guidelines.

Further, in order to facilitate the entire process of Grants-in-aid, it is of utmost importance that all signing authorities of Bureaus dealing with Grants-in-aid provide their **specimen signature** in the format as per ANNEXURE 2 to DS (Finance) at the earliest so that Finance Division is able to proceed further with regard to release of funds.

  
(Upamanyu Basu)  
Financial Adviser

Encl: ANNEXURES 1 & 2

Copy to:

1. All Bureau/Divisional Heads/Branch Officers/ Section Officers, UGC with the request to bring the above revised procedure to the notice of all officers/officials under their control.
2. PS to CM./VCM/Secretary/FA/Director (Admn)
3. DS/US (Finance Division)/ DS (Admn)/ IA/IFD
4. Guard File



UNIVERSITY GRANTS COMMISSION  
BAHADURSHAH ZAFAR MARG  
NEW DELHI-110002

FD Diary No. \_\_\_\_\_  
Dated \_\_\_\_\_

No.F. /2013(UGC Bureau)

Dated: July 2013

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

**Subject :** Release of Grants-in-aid to \_\_\_\_\_ for the year  
2013-2014 under \_\_\_\_\_ (Plan /Non-Plan).

Sir,

I am directed to convey the sanction of the University Grants Commission for payment of grant of Rs. \_\_\_\_\_/- (Rupees \_\_\_\_\_ only) as \_\_\_\_\_ for the year 2013-2014 towards \_\_\_\_\_ to \_\_\_\_\_ for the \_\_\_\_\_ (Plan / Non-Plan) expenditure to be incurred during 2013-2014.

(Rs.in Lakhs)

Name of the Item	Head of Account	BE /RE for 2013-14	Grant now being sanctioned	Grant already sanctioned	Total grant
Total					

2. The **sanctioned** amount is debitable to \_\_\_\_\_ and is valid for payment during the financial year 2013-2014 only.

3. 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 \_\_\_\_\_ through Electronic mode as per the following details:

- Details (Name & Address) of Account Holder :
- Account No:
- Name & address of Bank branch:
- MICR Code:
- IFSC Code:
- Type of Account:

4. The Grant is Subject to the adjustment on the basis of Utilization Certificate in the prescribed proforma submitted by the University/Institution.



5. 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.
6. 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.
7. 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.
8. The assets acquired wholly or substantially out of University Grants Commission's Grant shall not be disposed or encumbered or utilised 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.
9. A Register of Assets acquired wholly or substantially out of the grant shall be maintained by the University in the prescribed proforma.
10. 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 drawal to the date of refund as per provisions contained in General Financial Rules of Govt. of India, will be charged.
11. 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.
12. 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.
13. 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.
14. The University / Institution shall strictly follow the UGC Regulations on curbing the menace of Ragging in Higher Education Institutions, 2009.
15. The University / Institution shall take immediate action for its accreditation by National Assessment & Accreditation Council (NAAC).
16. 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.

ANNEXURE 1

17. 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.
18. Funds to the extent of Rs. \_\_\_\_\_ are available under the scheme.
19. This issues with the concurrence of IFD vide Diary No. \_\_\_\_ (IFD) dated \_\_\_\_.
20. This issues with the approval of \_\_\_\_\_ vide Diary No. \_\_\_\_\_ dated \_\_\_\_.

Yours faithfully,

(\_\_\_\_\_)   
 DS/US/EO

Copy forwarded for information and necessary action for:-

1. \_\_\_\_\_ (University / Institution).
2. Office of the Director General of Audit, Central Revenues, AGCR Building, I.P.Estate, New Delhi.
3. Accountant General, \_\_\_\_\_
4. Guard File

(\_\_\_\_\_)   
 Section Officer

W

University Grants Commission  
FORM FOR SPECIMEN SIGNATURES

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

Specimen signature:

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

Attested

(Name & seal of Bureau Head)

\_\_\_\_\_





UNIVERSITY GRANTS COMMISSION  
BAHADUR SHAH ZAFAR MARG  
NEW DELHI-110002

17 JUL 2013

No. 10-1/2008 (FD-II/III) IA /228

16<sup>th</sup> July, 2013

OFFICE MEMORANDUM

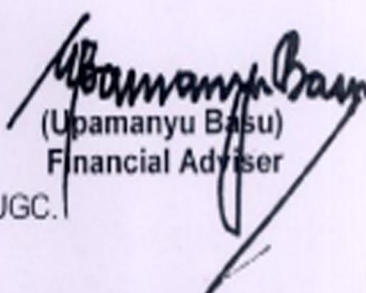
At present, grantee institutions send the refund of unutilized amount of grants-in-aid and interest thereon through physical mode i.e. demand draft or cheque etc. to the grants sanctioning Bureaus. The grants sanctioning Bureaus submit the same in the relevant file and then to Finance Division for removing the DD/cheque from the file and crediting the same to UGC account. In the whole process there are chances of loss of the instrument and also this delays remittances.

This system has since been reviewed and it has been decided that grantee institutions may be advised to remit the amount of grants in aid and/or interest through e-mode (RTGS/NEFT) directly to UGC account as per following bank details:-

Name of Bank	:	Canara Bank
	:	University Grants Commission, New Delhi-110002
A/C No.	:	0157101017339
Type of Account	:	Savings
IFSC Code	:	CNRB 0008627
MICR Code	:	110015170
Holder of Account	:	University Grants Commission, New Delhi

After transfer of funds through e-mode, the grantee institution will send a copy of fund transfer bank advice to grants sanctioning authority & Section Officer (FD-II), UGC, New Delhi for reconciliation and making necessary entries in GIA Register.

All the grants sanctioning Bureaus/Divisions may please note and issue necessary instructions to the concerned grantee institutions.

  
(Upamanyu Basu)  
Financial Adviser

1. All Bureau/Divisional Heads/Branch Officers/Section Officers, UGC.
2. PS to CM./VCM/Secretary/FA/Director (Admn)
3. DS/US (Finance Division)/DS (Admn)/IA/IFD
4. All RO's with the request to issue suitable advice on these lines to the grantee institutions of their regions.
5. Guard File