

**BY SPEED POST****1<sup>st</sup> Installment {Plan, Recurring}  
{2 Polytechnics: North Region}**

No.F.21-15/2011-TS.IV  
Government of India  
Ministry of Human Resource Development  
(Department of Higher Education)

Website : [http://www.education.nic.in/tech/tech\\_poly.asp](http://www.education.nic.in/tech/tech_poly.asp).E.Mail : [ts4.edu@nic.in](mailto:ts4.edu@nic.in)

Shastri Bhawan, New Delhi - 110115

Dated the 22<sup>nd</sup> September, 2011

To,

The Accounts Officer  
Pay & Accounts Office  
Department of Higher Education, Shastri Bhawan, New Delhi.

Subject: Release of grants to implement the Scheme of Community Development Through Polytechnics (CDTP) to selected institutions during the financial year 2011-12 – reg.

Sir,

I am directed to convey the sanction of the President of India to the payments of 1<sup>st</sup> Installment of Grants-in-aid to the tune of **Rs.23,40,000/- (Rupees Twenty Three Lakh Forty Thousand Only)** under Plan, during the financial year 2011-12, to the Principals/Directors of the undermentioned 2 Institutions, for implementing the *CDTP Scheme*, as per the details given below:-

(Rs in Lakhs)

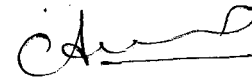
S. No	Name of Polytechnic	Grant to be Released	BANK A/C No.	BANK ADDRESS	IFSC CODE
1.	2.	3.	4.	5.	6.
	<b>UTTAR PRADESH</b>				
1	University Polytechnic, Aligarh Muslim University, Aligarh, Uttar Pradesh – 202002	12.48	31071914 148	State Bank of India, AMU Br., Aligarh, Uttar Pradesh	SBIN0005 555
2.	University Women's Polytechnic, Aligarh Muslim University, Aligarh, Uttar Pradesh – 202002	10.92	31047653 434	State Bank of India, AMU Branch, Aligarh, Uttar Pradesh	SBIN0005 555
	<b>Total</b>	<b>23.40</b>			

2. The total 1<sup>st</sup> Installment being released now comes to Rs.30,00,000/- (Rupees Thirty Lakh Only) consisting of Sanction Nos. 1 of 3 Gen Head-78% (Rs.23,40,000), 2 of 3 SC Head-15% (Rs.4,50,000) and 3 of 3 ST Head-7% (Rs.2,10,000).

3. The *Salient Features Document* of the *Scheme of Community Development Through Polytechnics* may please be perused and downloaded from this Department's website – [http://www.education.nic.in/tech/tech\\_poly.asp](http://www.education.nic.in/tech/tech_poly.asp)

4. To implement the aforementioned Scheme, the selected Polytechnics are eligible for maximum Recurring grants-in-aid of Rs 17.00 lakh per annum. Release of further Installment will be based on the progress shown by Polytechnic in Scheme's implementation during 2011-12. Therefore the quarterly progress reports/UCs etc may please be submitted within stipulated time.

5. The above mentioned Grants-in-aid will be released directly into the respective Bank Accounts of each Grantee Polytechnic, as mentioned in Table at para 1 above. Grantee Institutes should immediately on receipt of this letter, contact their Bank and ensure that the above mentioned Bank Accounts are functional and active, to avoid failure of Electronic transfer of grants.



(डा. अनिल नासा/DR. A. K. NASSA)

उप शिक्षा सलाहकार (तकनीकी)  
Dy. Educational Adviser (Tech.)

मा. सं. वि. मन्त्रालय/Min. of H. R. D.

उच्चतर शिक्षा विभाग/D/o Higr. Edn.


नई दिल्ली/New Delhi

6. In case there is any change or error in the Bank details stated above, the Grantee Institutes should immediately inform this Ministry, by telephone/Email/Fax, and submit the revised Bank Account particulars in the prescribed proforma (2 pages) (Copy available at [http://www.education.nic.in/tech/tech\\_poly.asp](http://www.education.nic.in/tech/tech_poly.asp)), duly signed by the Principal of the Polytechnic as well as concerned Bank Manager.

**Important Note:::** Polytechnics should not use words such as "Community or Scheme etc." while recording their name in Bank Account. Only the approved name of Polytechnic must be used or Electronic transfer of funds may be delayed/fail. *Polytechnics are advised that every Column of the enclosed proforma (2 pages) must be compulsorily filled and nothing must be left blank, as sanction and release of funds is done electronically. The Bank details such as MICR code & IISc code may be filled in consultation with Bank, and should not be left blank.*

7. The grant is being released subject to the conditions enumerated below:-

- i) The Principals of the grantee Institutes may ensure preparation and approval of the Annual Operational Plan (AoP) by concerned NITTTTRs, as envisaged in the Scheme's *Norms & Guidelines Document* and should ensure that every expenditure incurred under the Scheme is incurred only for the activities/items as per the approved AoP. The activities under the Scheme should be limited to the extent of grants-in-aid available with the grantee Institution at any given time. The grantee Institution would bear responsibility for any expenditure incurred over and above available grants and Ministry would not ordinarily be liable to reimburse the same, on a routine basis, except as per rules.
- ii) The grantee Institutions shall utilize the grants released vide this sanction letter, to implement the *Scheme of Community Development through Polytechnics*, strictly in accordance with the *Salient Features Document* and other Instructions & Guidelines issued by this Ministry from time to time and shall achieve all the targets as per each Institute's approved Annual Operational Plan, as envisaged in the Scheme. Overall responsibility for Scheme's proper implementation rests with the concerned Principal of the Polytechnic. The suggested targets for the major activities of the Scheme are as follows –
  - a) Short term non-formal skill development courses – 600 trainees p.a.
  - b) Technology Transfer activities – 05 Technologies with at least 50 beneficiaries p.a..
  - c) Minimum 5 Technical and Support Services Camps per annum per polytechnic.
  - d) Extension Centres to be established – 05-10 locations.
- iii) On completion of training courses, the Polytechnic concerned should provide necessary guidance and assistance to the Trainees for their employment/self employment. Towards this end the programmes to be implemented under the Scheme, should be selected after careful assessment of the local needs through need assessment surveys, linkages with local industry etc.
- iv) All project staff should be engaged only as prescribed in the Scheme's *Salient Features Document* and the Principal of the Polytechnic must make clear to prospective contract employees at every stage of the recruitment, including in Public notices, Interview, contract etc. that the employment offered is purely temporary and under a project, approved for implementation on an annual basis.
- v) The accounts of the grantee Institutions shall be open to inspection by the sanctioning authority (or its representative) and audit, both by the Comptroller and Auditor General of India under the provision of CAG (DPC) Act 1971 and internal audit by the Principal Accounts Office of the Ministry, whenever the Institution is called upon to do so;
- vi) The above Institutes are required to utilize the assets accumulated under the erstwhile *Scheme of Community Polytechnics*, to implement the new Scheme. The grantee Institution shall maintain a year-wise Register of Assets, listing assets acquired with the grants released under the above mentioned Scheme, as well as assets under the old *Scheme of Community Polytechnics*, in the prescribed General Financial Rules, 2005 Form GFR-40 & 41. Assets acquired wholly or substantially out of the grants shall not without the prior sanction of the Government of India, be disposed, encumbered or be organiza for any purpose other than for which it is sanctioned;

  
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 नई दिल्ली/New Delhi

- vii) The institutions shall furnish regularly, ***Quarterly Financial Reports***, giving item-wise details of the recurring & Non rec. expenditure incurred, and unspent Recurring and Non-Recurring grants available at the close of the quarter, **to the concerned National Institute of Technical Teachers Training & Research (NITTTR) of their Region, within 10 days of the close of the quarter.** The Principal of the grantee institution will be responsible for any delay or stoppage in release of recurring grants, if eligible, in subsequent years, due to delay/failure of the Polytechnic to submit the required information, within prescribed time limits;
- viii) The institutions shall furnish a ***Half-Yearly Physical Progress Report***, in prescribed format, on the physical progress achieved under the Scheme's activities in the previous Half-Year, **to the concerned NITTTR of their Region.**
- ix) The institutions shall maintain separate subsidiary accounts for the grants received under the above mentioned Scheme and furnish to the Government, latest by 31.03.2012, an ***Utilization Certificate (UC)*** in the prescribed form GFR-19A, supported by the ***Audited Statement of Accounts (SoA)***, in prescribed format, duly signed by the authorized auditor of the institution and countersigned by the Principal/Director of the institution, to the effect that the grant-in-aid (GIA) has been utilized for the purpose for which it was sanctioned. The GIA in respect of the next financial year, if eligible, shall be released only after the Ministry has satisfied itself, that the grantee Institution has properly utilized the grants released.
- x) At the close of the financial year, each Grantee should also furnish an ***Annual Physical Achievement Report (PAR)***, duly signed by the Principal and **to be attached with the UC**, listing the achievements of the previous financial year, under all activities of the Scheme, including therewith, reasons for shortfall, if any, in achieving the targets prescribed in the Annual Operational Plan, and corrective action proposed;
- xi) The Principal/Director of **each grantee Institution should submit, within 10 days of the close of financial year i.e. 10<sup>th</sup> April, 2012, a one page summary report** on the estimated total expenditure in the previous financial year, and the unspent closing balance of grant available as on 31<sup>st</sup> March 2012, **separately for Recurring & Non Recurring grants. This report must be communicated to the Ministry/concerned NITTTR**, by Fax/Email/Post. The Principal of the grantee institution will be responsible for any delay or stoppage in release of recurring grants, if eligible, in subsequent years, due to delay/failure of the Polytechnic to submit the required information, within prescribed time limits;
- xii) **The Ministry will be at liberty to blacklist those Institutions, which do not submit the Utilization Certificate within the prescribed time, from any future grant, subsidy or other financial support from Government and also to publish a list of such Institutes on it's website;**
- xiii) In future grants will be released to the institute only after they have satisfied this Ministry that adequate provisions for representation of SCs/STs has been made in their constitution and these are being followed in equal practice in filling up of vacancies reserved for SC/ST candidates every year.
- xiv) The organization shall fully implement Official Language Policy of the Union Government i.e. the organization shall fully comply with the Official Language Act, 1963 and Official Language (use for the official purposes of the Union) Rules, 1976 etc.
8. The previous unspent balance of grants under this Scheme, if any, lying with the grantee institutions, has been adjusted while proposing release of grants.
9. It is certified that no previous UCs pertaining to the main grant (*Scheme of Community Development Polytechnics*), released to the grantee institutions, are pending. This Grant pertains to a Scheme, different from the Scheme, for which UCs, if any, are pending and the release of grants is therefore permitted in terms of the Ministry of Finance *OM No.8(4)/(E.II) A/2005 dt.07.12.2007*.
10. This Sanction is issued in exercise of the powers delegated to Ministries under DFPR,1978, as amended from time to time. Above grants are being released in accordance with the pattern of assistance approved by the Ministry of Finance, Government of India. It is also certified that this Sanction is being issued in conformity with the rules and principles of the Scheme.

(डा. अनिल नासा/DR. A. K. NASSA)

उप शिक्षा सलाहकार (तकनीकी)  
Dy. Educational Adviser (Tech.)  
मा. सं. वि. मन्त्रालय/Min. of H. R. D.  
उच्चतर शिक्षा विभाग/D/o Higr. Edn.  
नई दिल्ली/New Delhi

11. The expenditure on account of the above grant is debitable to **Demand No. 59 – Department of Higher Education – Major Head '2203' – Technical Education – 00.105 – Polytechnics – 04 – Grants for Quality Improvement Programme – Community Polytechnics – 04.00.31 – Grants in aid General, during the F.y. 2011-12 Plan (Recurring).**

12. This sanction is issued in exercise of delegated powers to the Ministries and with the concurrence of **Integrated Finance Branch vide their Dy. No.4161/2011 – IFD dated 15.09.2011 and IF.I vide Dy. No.414-0/2011-IF.I dated 21.09.2011.**

13. The amount of the above grants-in-aid will be drawn by the Drawing and Disbursing Officer (Grant), Department of Higher Education and paid through Electronic Transfer/Demand Draft to the Principal/Director of each of the Grantee Institutions mentioned in Col.2 of the Table at para 1 above, vide the Bank Details shown against each Grantee Institution.

14. Necessary Sanction I.D. for above grants has been generated.

15. The grantee is in concerned circle of accounts.

Yours faithfully,



(डा. अनिल (A.K.NASSA)  
उप शिक्षा सलाहकार (तकनीकी)  
Dy. Educational Adviser (Tech.)  
मा. सं. वि. मन्त्रालय/Min. of H. R. D.  
उच्चतर शिक्षा विभाग/D/o Higr. Edn.  
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Copy to:

1. The Drawing and Disbursing Officer (Grants) with two spare copies of the sanction letter and the grants in aid bill and a requisition for issue for cheque/DD duly filled for necessary action.
2. The Secretaries, Dealing with Technical Education, in the concerned States / UTs.
3. The Director of Tech. Education, of the concerned States.
4. The Principal/Director of the concerned institution.
5. The Accountant General (A&E) - II, of the concerned States.
6. The Director, National Institute of Technical Teachers Training & Research, Chandigarh.
7. EC Unit      8. IF.I Section      9. IFD      10.Guard File.      11.Website:  
[http://www.education.nic.in/tech/tech\\_poly.asp](http://www.education.nic.in/tech/tech_poly.asp).



(A.K.NASSA)  
DEPUTY EDUCATIONAL ADVISER

(डा. अनिल नसा/DR. A. K. NASSA)  
उप शिक्षा सलाहकार (तकनीकी)  
Dy. Educational Adviser (Tech.)  
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**BY SPEED POST****1<sup>st</sup> Installment {Plan, Recurring}  
{2 Polytechnics: North Region}**

No.F.21-15/2011-TS.IV  
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Website : [http://www.education.nic.in/tech/tech\\_poly.asp](http://www.education.nic.in/tech/tech_poly.asp).E.Mail : [ts4.edu@nic.in](mailto:ts4.edu@nic.in)

Shastri Bhawan, New Delhi - 110115

Dated the 22<sup>nd</sup> September, 2011

To,

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Pay & Accounts Office  
Department of Higher Education, Shastri Bhawan, New Delhi.

Subject: Release of grants to implement the Scheme of Community Development Through Polytechnics (CDTP) to selected institutions during the financial year 2011-12 – reg.

Sir,

I am directed to convey the sanction of the President of India to the payments of 1<sup>st</sup> Installment of Grants-in-aid to the tune of **Rs.4,50,000/- (Rupees Four Lakh Fifty Thousand Only)** under Plan, during the **financial year 2011-12**, to the Principals/Directors of the undermentioned **2 Institutions**, for implementing the *CDTP Scheme*, as per the details given below:-

(Rs in Lakhs)

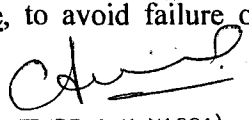
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	<b>Total</b>	<b>4.50</b>			

2. The total 1<sup>st</sup> Installment being released now comes to Rs.30,00,000/- (Rupees Thirty Lakh Only) consisting of Sanction Nos. 1 of 3 Gen Head-78% (Rs.23,40,000), 2 of 3 SC Head-15% (Rs.4,50,000) and 3 of 3 ST Head-7% (Rs.2,10,000).

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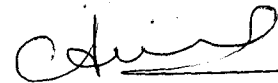
  
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Important Notes:- Polytechnics should not use words such as "Community or Scheme etc." while recording their name in Bank Account. Only the approved name of Polytechnic must be used or Electronic transfer of funds may be delayed/fail. Polytechnics are advised that every Column of the enclosed proforma (2 pages) must be compulsorily filled and nothing must be left blank, as sanction and release of funds is done electronically. The Bank details such as MICR code & IFSC code may be filled in consultation with Bank, and should not be left blank.

7. The grant is being released subject to the conditions enumerated below:-

- i) The Principals of the grantee Institutes may ensure preparation and approval of the Annual Operational Plan (AoP) by concerned NITTTRs, as envisaged in the Scheme's Norms & Guidelines Document and should ensure that every expenditure incurred under the Scheme is incurred only for the activities/items as per the approved AoP. The activities under the Scheme should be limited to the extent of grants-in-aid available with the grantee Institution at any given time. The grantee Institution would bear responsibility for any expenditure incurred over and above available grants and Ministry would not ordinarily be liable to reimburse the same, on a routine basis, except as per rules.
- ii) The grantee Institutions shall utilize the grants released vide this sanction letter, to implement the *Scheme of Community Development through Polytechnics*, strictly in accordance with the *Salient Features Document* and other Instructions & Guidelines issued by this Ministry from time to time and shall achieve all the targets as per each Institute's approved Annual Operational Plan, as envisaged in the Scheme. Overall responsibility for Scheme's proper implementation rests with the concerned Principal of the Polytechnic. The suggested targets for the major activities of the Scheme are as follows –
  - a) Short term non-formal skill development courses – 600 trainees p.a.
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- iv) All project staff should be engaged only as prescribed in the Scheme's *Salient Features Document* and the Principal of the Polytechnic must make clear to prospective contract employees at every stage of the recruitment, including in Public notices, Interview, contract etc. that the employment offered is purely temporary and under a project, approved for implementation on an annual basis.
- v) The accounts of the grantee Institutions shall be open to inspection by the sanctioning authority (or its representative) and audit, both by the Comptroller and Auditor General of India under the provision of CAG (DPC) Act 1971 and internal audit by the Principal Accounts Office of the Ministry, whenever the Institution is called upon to do so;
- vi) The above Institutes are required to utilize the assets accumulated under the erstwhile *Scheme of Community Polytechnics*, to implement the new Scheme. The grantee Institution shall maintain a *year-wise* Register of Assets, listing assets acquired with the grants released under the above mentioned Scheme, as well as assets under the old *Scheme of Community Polytechnics*, in the prescribed General Financial Rules, 2005 Form GFR-40 & 41. Assets acquired wholly or substantially out of the grants shall not without the prior sanction of the Government of India, be disposed, encumbered or be organized for any purpose other than for which it is sanctioned;



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- vii) The institutions shall furnish regularly, **Quarterly Financial Reports**, giving item-wise details of the recurring & Non rec. expenditure incurred, and unspent Recurring and Non-Recurring grants available at the close of the quarter, **to the concerned National Institute of Technical Teachers Training & Research (NITTTR) of their Region, within 10 days of the close of the quarter.** The Principal of the grantee institution will be responsible for any delay or stoppage in release of recurring grants, if eligible, in subsequent years, due to delay/failure of the Polytechnic to submit the required information, within prescribed time limits;
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- xi) The Principal/Director of **each grantee Institution should submit, within 10 days of the close of financial year** i.e. 10<sup>th</sup> April, 2012, a **one page summary report** on the estimated total expenditure in the previous financial year, and the unspent closing balance of grant available as on 31<sup>st</sup> March 2012, **separately for Recurring & Non Recurring grants. This report must be communicated to the Ministry/concerned NITTTR**, by Fax/Email/Post. The Principal of the grantee institution will be responsible for any delay or stoppage in release of recurring grants, if eligible, in subsequent years, due to delay/failure of the Polytechnic to submit the required information, within prescribed time limits;
- xii) **The Ministry will be at liberty to blacklist those Institutions, which do not submit the Utilization Certificate within the prescribed time, from any future grant, subsidy or other financial support from Government and also to publish a list of such Institutes on it's website;**
- xiii) In future grants will be released to the institute only after they have satisfied this Ministry that adequate provisions for representation of SCs/STs has been made in their constitution and these are being followed in equal practice in filling up of vacancies reserved for SC/ST candidates every year.
- xiv) The organization shall fully implement Official Language Policy of the Union Government i.e. the organization shall fully comply with the Official Language Act, 1963 and Official Language (use for the official purposes of the Union) Rules, 1976 etc.

8. The previous unspent balance of grants under this Scheme, if any, lying with the grantee institutions, has been adjusted while proposing release of grants.

9. It is certified that no previous UCs pertaining to the main grant (*Scheme of Community Development Polytechnics*), released to the grantee institutions, are pending. This Grant pertains to a Scheme, different from the Scheme, for which UCs, if any, are pending and the release of grants is therefore permitted in terms of the Ministry of Finance *OM No.8(4)/(E.II) A/2005 dt.07.12.2007.*

10. This Sanction is issued in exercise of the powers delegated to Ministries under DFPR, 1978, as amended from time to time. Above grants are being released in accordance with the pattern of assistance approved by the Ministry of Finance, Government of India. It is also certified that this Sanction is being issued in conformity with the rules and principles of the Scheme.



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नई दिल्ली/New Delhi



11. The expenditure on account of the above grant is debitable to **Demand No. 59 – Department of Higher Education – Major Head '2203' – Technical Education – 00.789 – Special Component Plan for SCs – 05 – Grants for Quality Improvement Programme – Community Polytechnics – 05.00.31 – Grants in aid General**, during the f.y. 2011-12 Plan (Recurring).


12. This sanction is issued in exercise of delegated powers to the Ministries and with the concurrence of **Integrated Finance Branch vide their Dy. No.4161/2011 – IFD dated 15.09.2011 and IF.I vide Dy. No.414-0/2011-IF.I dated 21.09.2011.**

13. The amount of the above grants-in-aid will be drawn by the Drawing and Disbursing Officer (Grant), Department of Higher Education and paid through Electronic Transfer/Demand Draft to the Principal/Director of each of the Grantee Institutions mentioned in Col.2 of the Table at para 1 above, vide the **Bank Details shown against each Grantee Institution.**

14. Necessary Sanction I.D. for above grants has been generated.

15. The grantee is in concerned circle of accounts.

Yours faithfully,



(A.K.NASSA)

**DEPUTY EDUCATIONAL ADVISER**

(डा. अनिल नासा/DR. A. K. NASSA)

उप शिक्षा सलाहकार (तकनीकी)  
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Copy to:

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2. The Secretaries, Dealing with Technical Education, in the concerned States / U.Ts.
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7. EC Unit      8. IF.I Section      9. IFD      10. Guard File.      11. Website:  
[http://www.education.nic.in/tech/tech\\_poly.asp](http://www.education.nic.in/tech/tech_poly.asp).



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**DEPUTY EDUCATIONAL ADVISER**

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**BY SPEED POST****1<sup>st</sup> Installment {Plan, Recurring}  
{2 Polytechnics: North Region}**

No.F.21-15/2011-TS.IV  
Government of India  
Ministry of Human Resource Development  
(Department of Higher Education)

Website : [http://www.education.nic.in/tech/tech\\_poly.asp](http://www.education.nic.in/tech/tech_poly.asp).E.Mail : [ts4.edu@nic.in](mailto:ts4.edu@nic.in)

Shastri Bhawan, New Delhi - 110115

Dated the 22<sup>nd</sup> September, 2011

To,

The Accounts Officer  
Pay & Accounts Office  
Department of Higher Education, Shastri Bhawan, New Delhi.

Subject: Release of grants to implement the Scheme of Community Development Through Polytechnics (CDTP) to selected institutions during the financial year 2011-12 – reg.

Sir,

I am directed to convey the sanction of the President of India to the payments of 1<sup>st</sup> Installment of Grants-in-aid to the tune of **Rs.2,10,000/- (Rupees Two Lakh Ten Thousand Only)** under Plan, during the **financial year 2011-12**, to the Principals/Directors of the undermentioned **2 Institutions**, for implementing the *CDTP Scheme*, as per the details given below:-

(Rs in Lakhs)

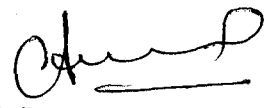
S. No	Name of Polytechnic	Grant to be Released	BANK A/C No.	BANK ADDRESS	IFSC CODE
1.	2.	3.	4.	5.	6.
	<b>UTTAR PRADESH</b>				
3.	University Polytechnic, Aligarh Muslim University, Aligarh, Uttar Pradesh - 202002	1.12	31071914 148	State Bank of India, AMU Br., Aligarh, Uttar Pradesh	SBIN0005 555
4.	University Women's Polytechnic, Aligarh Muslim University, Aligarh, Uttar Pradesh - 202002	0.98	31047653 434	State Bank of India, AMU Branch, Aligarh, Uttar Pradesh	SBIN0005 555
	<b>Total</b>	<b>2.10</b>			

2. The total 1<sup>st</sup> Installment being released now comes to Rs.30,00,000/- (Rupees Thirty Lakh Only) consisting of Sanction Nos. 1 of 3 Gen Head-78% (Rs.23,40,000), 2 of 3 SC Head-15% (Rs.4,50,000) and 3 of 3 ST Head-7% (Rs.2,10,000).

3. The *Salient Features Document* of the *Scheme of Community Development Through Polytechnics* may please be perused and downloaded from this Department's website – [http://www.education.nic.in/tech/tech\\_poly.asp](http://www.education.nic.in/tech/tech_poly.asp)

4. To implement the aforementioned Scheme, the selected **Polytechnics are eligible for maximum Recurring grants-in-aid of Rs 17.00 lakh per annum**. Release of further Installment will be based on the progress shown by Polytechnic in Scheme's implementation during 2011-12. Therefore the **quarterly progress reports/UCs etc may please be submitted within stipulated time**.

5. The above mentioned **Grants-in-aid will be released directly into the respective Bank Accounts of each Grantee Polytechnic**, as mentioned in Table at *para 1* above. Grantee Institutes **should immediately on receipt of this letter, contact their Bank and ensure that the above mentioned Bank Accounts are functional and active**, to avoid failure of Electronic transfer of grants.

  
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6. In case there is any change or error in the Bank details stated above, the Grantee Institutes should immediately inform this Ministry, by telephone/Email/Fax, and submit the revised Bank Account particulars in the prescribed proforma (2 pages) (Copy available at [http://www.education.nic.in/tech/tech\\_poly.asp](http://www.education.nic.in/tech/tech_poly.asp)), duly signed by the Principal of the Polytechnic as well as concerned Bank Manager.

**Important Notes:- Polytechnics should not use words such as "Community or Scheme etc." while recording their name in Bank Account. Only the approved name of Polytechnic must be used or Electronic transfer of funds may be delayed/fail. Polytechnics are advised that every Column of the enclosed proforma (2 pages) must be compulsorily filled and nothing must be left blank, as sanction and release of funds is done electronically. The Bank details such as MICR code & IFSC code may be filled in consultation with Bank, and should not be left blank.**

7. The grant is being released subject to the conditions enumerated below:-

- i) The Principals of the grantee Institutes may ensure preparation and approval of the Annual Operational Plan (AoP) by concerned NITTTRs, as envisaged in the Scheme's *Norms & Guidelines Document* and should ensure that every expenditure incurred under the Scheme is incurred only for the activities/items as per the approved AoP. **The activities under the Scheme should be limited to the extent of grants-in-aid available with the grantee Institution at any given time. The grantee Institution would bear responsibility for any expenditure incurred over and above available grants and Ministry would not ordinarily be liable to reimburse the same, on a routine basis, except as per rules.**
- ii) The grantee Institutions shall utilize the grants released vide this sanction letter, to implement the *Scheme of Community Development through Polytechnics*, strictly in accordance with the *Salient Features Document* and other Instructions & Guidelines issued by this Ministry from time to time and shall achieve all the targets as per each Institute's approved Annual Operational Plan, as envisaged in the Scheme. Overall responsibility for Scheme's proper implementation rests with the concerned Principal of the Polytechnic. The suggested targets for the major activities of the Scheme are as follows –
  - a) Short term non-formal skill development courses – 600 trainees p.a.
  - b) Technology Transfer activities – 05 Technologies with at least 50 beneficiaries p.a..
  - c) Minimum 5 Technical and Support Services Camps per annum per polytechnic.
  - d) Extension Centres to be established – 05-10 locations.
- iii) On completion of training courses, the Polytechnic concerned should provide necessary guidance and assistance to the Trainees for their employment/self employment. Towards this end the programmes to be implemented under the Scheme, should be selected after careful assessment of the local needs through need assessment surveys, linkages with local industry etc.
- iv) All project staff should be engaged only as prescribed in the Scheme's *Salient Features Document* and the Principal of the Polytechnic must make clear to prospective contract employees at every stage of the recruitment, including in Public notices, Interview, contract etc. that the employment offered is purely temporary and under a project, approved for implementation on an annual basis.
- v) The accounts of the grantee Institutions shall be open to inspection by the sanctioning authority (or its representative) and audit, both by the Comptroller and Auditor General of India under the provision of CAG (DPC) Act 1971 and internal audit by the Principal Accounts Office of the Ministry, whenever the Institution is called upon to do so;
- vi) The above Institutes are required to utilize the assets accumulated under the erstwhile *Scheme of Community Polytechnics*, to implement the new Scheme. The grantee Institution shall maintain a year-wise Register of Assets, listing assets acquired with the grants released under the above mentioned Scheme, as well as assets under the old *Scheme of Community Polytechnics*, in the prescribed General Financial Rules, 2005 Form GFR-40 & 41. Assets acquired wholly or substantially out of the grants shall not without the prior sanction of the Government of India, be disposed, encumbered or be organiza for any purpose other than for which it is sanctioned;

  
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- vii) The institutions shall furnish regularly, Quarterly Financial Reports, giving item-wise details of the recurring & Non rec. expenditure incurred, and unspent Recurring and Non-Recurring grants available at the close of the quarter, **to the concerned National Institute of Technical Teachers Training & Research (NITTTR) of their Region, within 10 days of the close of the quarter.** The Principal of the grantee institution will be responsible for any delay or stoppage in release of recurring grants, if eligible, in subsequent years, due to delay/failure of the Polytechnic to submit the required information, within prescribed time limits;
- viii) The institutions shall furnish a Half-Yearly Physical Progress Report, in prescribed format, on the physical progress achieved under the Scheme's activities in the previous Half-Year, **to the concerned NITTTR of their Region.**
- ix) The institutions shall maintain separate subsidiary accounts for the grants received under the above mentioned Scheme and furnish to the Government, latest by 31.03.2012, an Utilization Certificate (UC) in the prescribed form GFR-19A, supported by the Audited Statement of Accounts (SoA), in prescribed format, duly signed by the authorized auditor of the institution and countersigned by the Principal/Director of the institution, to the effect that the grant-in-aid (GIA) has been utilized for the purpose for which it was sanctioned. The GIA in respect of the next financial year, if eligible, shall be released only after the Ministry has satisfied itself, that the grantee Institution has properly utilized the grants released.
- x) At the close of the financial year, each Grantee should also furnish an Annual Physical Achievement Report (PAR), duly signed by the Principal and **to be attached with the UC**, listing the achievements of the previous financial year, under all activities of the Scheme, including therewith, reasons for shortfall, if any, in achieving the targets prescribed in the Annual Operational Plan, and corrective action proposed;
- xi) The Principal/Director of **each grantee Institution should submit, within 10 days of the close of financial year** i.e. 10<sup>th</sup> April, 2012, a one page summary report on the estimated total expenditure in the previous financial year, and the unspent closing balance of grant available as on 31<sup>st</sup> March 2012, separately for Recurring & Non Recurring grants. This report must be communicated to the Ministry/concerned NITTTR, by Fax/Email/Post. The Principal of the grantee institution will be responsible for any delay or stoppage in release of recurring grants, if eligible, in subsequent years, due to delay/failure of the Polytechnic to submit the required information, within prescribed time limits;
- xii) **The Ministry will be at liberty to blacklist those Institutions, which do not submit the Utilization Certificate within the prescribed time, from any future grant, subsidy or other financial support from Government and also to publish a list of such Institutes on it's website;**
- xiii) In future grants will be released to the institute only after they have satisfied this Ministry that adequate provisions for representation of SCs/STs has been made in their constitution and these are being followed in equal practice in filling up of vacancies reserved for SC/ST candidates every year.
- xiv) The organization shall fully implement Official Language Policy of the Union Government i.e. the organization shall fully comply with the Official Language Act, 1963 and Official Language (use for the official purposes of the Union) Rules, 1976 etc.

8. The previous unspent balance of grants under this Scheme, if any, lying with the grantee institutions, has been adjusted while proposing release of grants.

9. It is certified that no previous UCs pertaining to the main grant (*Scheme of Community Development Polytechnics*), released to the grantee institutions, are pending. This Grant pertains to a Scheme, different from the Scheme, for which UCs, if any, are pending and the release of grants is therefore permitted in terms of the Ministry of Finance *OM No.8(4)/(E.II) A/2005 dt.07.12.2007*.

10. This Sanction is issued in exercise of the powers delegated to Ministries under DFPR,1978, as amended from time to time. Above grants are being released in accordance with the pattern of assistance approved by the Ministry of Finance, Government of India. It is also certified that this Sanction is being issued in conformity with the rules and principles of the Scheme.

  
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11. The expenditure on account of the above grant is debitable to **Demand No. 59 – Department of Higher Education – Major Head '2203' – Technical Education – 00.796 – Scheduled Tribe Sub Plans – 05 – Grants for Quality Improvement Programme – Community Polytechnics – 05.00. 31 – Grants in aid General**, during the f.y. 2011-12 Plan (Recurring).

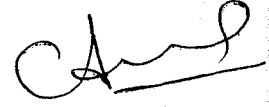
12. This sanction is issued in exercise of delegated powers to the Ministries and with the concurrence of **Integrated Finance Branch vide their Dy. No.4161/2011 – IFD dated 15.09.2011 and IF.I vide Dy. No.414-0/2011-IF.I dated 21.09.2011.**

13. The amount of the above grants-in-aid will be drawn by the Drawing and Disbursing Officer (Grant), Department of Higher Education and paid through Electronic Transfer/Demand Draft to the Principal/Director of each of the Grantee Institutions mentioned in Col.2 of the Table at para 1 above, vide the **Bank Details shown against each Grantee Institution.**

14. Necessary Sanction I.D. for above grants has been generated.

15. The grantee is in concerned circle of accounts.

Yours faithfully,



(A.K.NASSA)

DEPUTY EDUCATIONAL ADVISER

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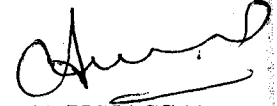
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