

BY SPEED POST**1st Installment {Plan, Recurring}**
{1 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.E.Mail : ts4.edu@nic.in

Shastri Bhawan, New Delhi - 110115

Dated the 9th March, 2012

To,

The Principal Accounts Officer,
Principal Accounts Office, M/o Human Resource Development
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 say that the Government of India is providing recurring financial assistance of upto a maximum of Rs.17.00 Lakhs per annum per Polytechnic, for implementing the ***Scheme of Community Development Through Polytechnics (CDTP)***, through selected AICTE approved Polytechnics. The ***Norms & Guidelines Document*** of the ***CDTP Scheme*** is available at this Department's website – **http://www.education.nic.in/tech/tech_poly.asp**. The grants under the scheme are to be released through concerned State/UT Governments through book transfer via RBI for further release of the specified amount to the concerned Polytechnic as per the terms contained in this Ministry's letter No. 21-6/2011-TS-IV dated 11.5.2011 (copy available on web-site).

2. Accordingly, I am directed to convey the sanction of the President of India to the payments of 1st Installment of Recurring Grants-in-aid to the tune of **Rs. 9,75,000/- (Rupees Nine Lakh Seventy Five Thousand Only)** under Plan, during the **financial year 2011-12**, to the **Secretaries dealing with Technical Education** of the **1 (One) States** as per the details given below, for incurring expenditure on implementation of the CDTP Scheme, as per guidelines, at the **1 Polytechnics** mentioned in **Para 14** below :-

(Rs. In lakhs)

S.No	Name of the Grantee	Grants-in-aid proposed
1	Secretary dealing with Technical Education, NCT of Delhi	9.75
	Total	9.75

3. The total 1st Installment being released now comes to Rs.12,50,000/- (Rupees Twelve Lakh Fifty Thousand Only) consisting of Sanction Nos. 1 of 3 Gen Head-78% (Rs.9,75,000), 2 of 3 SC Head-15% (Rs.1,87,000) and 3 of 3 ST Head-7% (Rs.88,000).

4. To implement the CDTP 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 to concerned NITTTRs within stipulated time.**

5. Grants in aid mentioned in **Para 14** below against each Polytechnic shall be utilized for incurring Recurring expenditure as per guidelines of ***CDTP Scheme***, by each polytechnic. Accordingly the Technical Education Department of the State is requested to kindly release the amount mentioned against each Polytechnic listed in **Para 14** below, immediately on receipt of funds. The State Government may kindly ensure that sanctioned grant are released expeditiously to the above mentioned polytechnics in a time bound manner to enable smooth implementation of the Scheme

6. 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

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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 it's 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 rganiza for any purpose other than for which it is sanctioned;
- 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) It is informed that for the financial year 2011-12, as the grant will be released through the concerned State/UT Government, UCs for grants released from 2011-12 will be submitted by the respective State/UT Governments. **The UC issued by the State/UT Government may be accompanied by the audited accounts and physical progress report on utilization of the grant, submitted by the concerned polytechnic (as described in paras x & xi below).** It is requested that the State Government may kindly issue a separate UC for each grantee polytechnic mentioned in Para14 of this letter, to ensure that release

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of grants to better performing polytechnics are not held up due to some other polytechnics not submitting Ucs on time. **The State Government is required to submit the UC for above grant by the close of financial year (31.03.2012), as per General Financial Rules, 2005 and further recurring grant can be released only after receipt of the Ucs of previous year.**

- x) The institutions shall maintain separate subsidiary accounts for the grants received under the above mentioned Scheme and **each grantee shall furnish to the concerned State 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.
- xi) 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;
- xii) The Principal/Director of **each grantee Institution should submit, within 10 days of the close of financial year** i.e. 10th 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 31st March 2012, **separately for Recurring & Non Recurring grants. This report must be communicated to the Ministry/concerned NITTR**, 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;
- xiii) **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;**
- xiv) 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.
- xv) 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.

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

8. 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.

9. 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.

10. The expenditure on account of the above grant-in-aid is debitable to **Demand No. 59 – Department of Higher Education – Major Head “3601”– Grants in aid to State Govt. – 04.175 – Technical Education – Polytechnics – 01 – Community Polytechnics – 01.00.31 – Grants-in-aid General**, during the f.y. 2011-12 (Plan – Recurring).

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11. This sanction is issued in exercise of delegated powers to the Ministries and with the concurrence of Integrated Finance Branch vide their Dy. No.877/2012 – IFD dated 28.02.2012 and IF.I vide Dy. No.923-0/2012-IF.I dated 06.03.2012.

12. The amount of grants in aid is finally adjustable in the books of Principal Accounts Officer, MHRD, Deptt of Higher Education. On receipt of this sanction letter, the Principal Accounts Officer may issue necessary crossed Cheque / Demand Draft in favour of Secretary, Finance Department of the concerned State Governments. The Principal Accounts Officer may kindly forward a copy of the advice to the Accountant General and Finance Department of the State Government as well as Secretary, Technical Education of the State with a copy to the undersigned.

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

14. The grant mentioned in para 2 above will be released by the concerned State Governments for implementation of the CDTP Scheme at the below mentioned polytechnics as per the allocation indicated against the each Polytechnic:-

(Rs in Lakhs)

S, No	Name of Polytechnic	Grant to be Released
	NCT OF DELHI	
1.	Fr. Agnel Polytechnic, Gautam Nagar, Opp. Niti Bagh, New Delhi – 110049	9.75

15. The grantee is located in concerned circle of accounts.

Yours faithfully,



(Dr. A.K. NASSA)

DEPUTY EDUCATIONAL ADVISER (T)

(डा. अतिल नासा/DR. A. K. NASSA)

Dy. Educational Adviser (Tech.)

मा. सं. त. मन्त्रालय/Min. of H. R. D.

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Copy to:

1. The Secretaries, Dealing with Technical Education, in the concerned States / UTs. with a request to make expenditure of central grants strictly as indicated in the sanction letter and submit the progress report regularly.
2. Secretary, Finance Department of the concerned States. It is requested that funds released through this sanction letter may be transferred to the Director of Technical Education Department at the earliest for onward release to the concerned polytechnic as mentioned above
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.



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2. Accordingly, I am directed to convey the sanction of the President of India to the payments of 1st Installment of Recurring Grants-in-aid to the tune of **Rs. 1,87,000/- (Rupees One Lakh Eighty Seven Thousand Only)** under Plan, during the **financial year 2011-12**, to the **Secretaries dealing with Technical Education** of the **1 (One) States** as per the details given below, for incurring expenditure on implementation of the CDTP Scheme, as per guidelines, at the **1 Polytechnics** mentioned in **Para 14** below :-

(Rs. In lakhs)

S.No	Name of the Grantee	Grants-in-aid proposed
1	Secretary dealing with Technical Education, NCT of Delhi	1.87
	Total	1.87

3. The total 1st Installment being released now comes to Rs.12,50,000/- (Rupees Twelve Lakh Fifty Thousand Only) consisting of Sanction Nos. 1 of 3 Gen Head-78% (Rs.9,75,000), 2 of 3 SC Head-15% (Rs.1,87,000) and 3 of 3 ST Head-7% (Rs.88,000).

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6. 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

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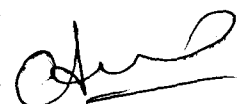
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- ii) The grantee Institutions shall utilize the grants released vide this sanction letter, to implement the *Scheme of Community Development through Polytechnics*, strictly in accordance with the *Salient Features Document* and other Instructions & 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 –
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- 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) It is informed that for the financial year 2011-12, as the grant will be released through the concerned State/UT Government, UCs for grants released from 2011-12 will be submitted by the respective State/UT Governments. **The UC issued by the State/UT Government may be accompanied by the audited accounts and physical progress report on utilization of the grant, submitted by the concerned polytechnic (as described in paras x & xi below).** It is requested that the State Government may kindly issue a separate UC for each grantee polytechnic mentioned in *Para 14* of this letter, to ensure that release

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- xii) The Principal/Director of **each grantee Institution should submit, within 10 days of the close of financial year** i.e. 10th 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 31st March 2012, **separately for Recurring & Non Recurring grants. This report must be communicated to the Ministry/concerned NITTR**, 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;
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7. The previous unspent balance of grants under this Scheme, if any, lying with the grantee institutions, has been adjusted while proposing release of grants.

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9. 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.

10. The expenditure on account of the above grant-in-aid is debitable to **Demand No. 59 – Department of Higher Education – Major Head “3601”– Grants in aid to State Govt. – 04.789 – Special Component Plan for SCs – 02 – Technical Education - Polytechnics – 02.01.31 – Grants-in-aid General**, during the f.y. 2011-12 (Plan – Recurring).

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नई दिल्ली/New Delhi

11. This sanction is issued in exercise of delegated powers to the Ministries and with the concurrence of Integrated Finance Branch vide their Dy. No.877/2012 – IFD dated 28.02.2012 and IF.I vide Dy. No.923-0/2012-IF.I dated 06.03.2012.

12. The amount of grants in aid is finally adjustable in the books of Principal Accounts Officer, MHRD, Deptt of Higher Education. On receipt of this sanction letter, the Principal Accounts Officer may issue necessary crossed Cheque / Demand Draft in favour of Secretary, Finance Department of the concerned State Governments. The Principal Accounts Officer may kindly forward a copy of the advice to the Accountant General and Finance Department of the State Government as well as Secretary, Technical Education of the State with a copy to the undersigned.

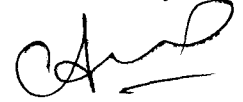
13. Necessary Sanction I.D. for above grants has been generated.

14. The grant mentioned in para 2 above will be released by the concerned State Governments for implementation of the CDTP Scheme at the below mentioned polytechnics as per the allocation indicated against the each Polytechnic:-

(Rs in Lakhs)		
S, No	Name of Polytechnic	Grant to be Released
NCT OF DELHI		
1.	Fr. Agnel Polytechnic, Gautam Nagar, Opp. Niti Bagh, New Delhi – 110049	1.87

15. The grantee is located in concerned circle of accounts.

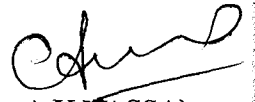
Yours faithfully,



(Dr. A. K. NASSA)
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Copy to:

1. The Secretaries, Dealing with Technical Education, in the concerned States / UTs. with a request to make expenditure of central grants strictly as indicated in the sanction letter and submit the progress report regularly.
2. Secretary, Finance Department of the concerned States. It is requested that funds released through this sanction letter may be transferred to the Director of Technical Education Department at the earliest for onward release to the concerned polytechnic as mentioned above
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.



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BY SPEED POST**1st Installment {Plan, Recurring}
{1 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.E.Mail : ts4.edu@nic.in

Shastri Bhawan, New Delhi - 110115

Dated the 9th March, 2012

To,

The Principal Accounts Officer,
Principal Accounts Office, M/o Human Resource Development
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 say that the Government of India is providing recurring financial assistance of upto a maximum of Rs.17.00 Lakhs per annum per Polytechnic, for implementing the *Scheme of Community Development Through Polytechnics (CDTP)*, through selected AICTE approved Polytechnics. The *Norms & Guidelines Document* of the *CDTP Scheme* is available at this Department's website – http://www.education.nic.in/tech/tech_poly.asp. The grants under the scheme are to be released through concerned State/UT Governments through book transfer via RBI for further release of the specified amount to the concerned Polytechnic as per the terms contained in this Ministry's letter No. 21-6/2011-TS-IV dated 11.5.2011 (copy available on web-site).

2. Accordingly, I am directed to convey the sanction of the President of India to the payments of 1st Installment of Recurring Grants-in-aid to the tune of **Rs. 88,000/- (Rupees Eighty Eight Thousand Only)** under Plan, during the **financial year 2011-12**, to the **Secretaries dealing with Technical Education** of the **1 (One) States** as per the details given below, for incurring expenditure on implementation of the CDTP Scheme, as per guidelines, at the **1 Polytechnics** mentioned in Para14 below :-

(Rs. In lakhs)

S.No	Name of the Grantee	Grants-in-aid proposed
1	Secretary dealing with Technical Education, NCT of Delhi	0.88
	Total	0.88

3. The total 1st Installment being released now comes to Rs.12,50,000/- (Rupees Twelve Lakh Fifty Thousand Only) consisting of Sanction Nos. 1 of 3 Gen Head-78% (Rs.9,75,000), 2 of 3 SC Head-15% (Rs.1,87,000) and 3 of 3 ST Head-7% (Rs.88,000).

4. To implement the CDTP 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 to concerned NITTTRs within stipulated time.**

5. Grants in aid mentioned in Para14 below against each Polytechnic shall be utilized for incurring Recurring expenditure as per guidelines of *CDTP Scheme*, by each polytechnic. Accordingly the Technical Education Department of the State is requested to kindly release the amount mentioned against each Polytechnic listed in Para14 below, immediately on receipt of funds. The State Government may kindly ensure that sanctioned grant are released expeditiously to the above mentioned polytechnics in a time bound manner to enable smooth implementation of the Scheme

6. 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

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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 rganiza for any purpose other than for which it is sanctioned;
- 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) It is informed that for the financial year 2011-12, as the grant will be released through the concerned State/UT Government, UCs for grants released from 2011-12 will be submitted by the respective State/UT Governments. **The UC issued by the State/UT Government may be accompanied by the audited accounts and physical progress report on utilization of the grant, submitted by the concerned polytechnic (as described in paras x & xi below).** It is requested that the State Government may kindly issue a separate UC for each grantee polytechnic mentioned in Para 14 of this letter, to ensure that release

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of grants to better performing polytechnics are not held up due to some other polytechnics not submitting Ucs on time. **The State Government is required to submit the UC for above grant by the close of financial year (31.03.2012), as per General Financial Rules, 2005 and further recurring grant can be released only after receipt of the Ucs of previous year.**

- x) The institutions shall maintain separate subsidiary accounts for the grants received under the above mentioned Scheme and **each grantee shall furnish to the concerned State 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.
- xi) 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;
- xii) The Principal/Director of **each grantee Institution should submit, within 10 days of the close of financial year** i.e. 10th 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 31st March 2012, **separately for Recurring & Non Recurring grants. This report must be communicated to the Ministry/concerned NITTR**, 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;
- xiii) 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;
- xiv) 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.
- xv) 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.

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

8. 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.

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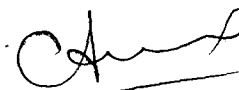
Yours faithfully,



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7. EC Unit
8. IF.I Section
9. IFD
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