

  
GAUHATI UNIVERSITY  
GUWAHATI-781014  
FINANCE DEPARTMENT

No. FI/SE/ 0698

Date..... 02/5/18

From : Finance Officer  
Gauhati University

To,  
Head, Deptt. of Botany, G.U.

Sub : *Proposal for* Scheme for Promoting research among young Faculty.  
(Niraj Agarwala) Asstt. Prof. Botany Deptts.  
Ref : Your Memo No. nil dt. 2/4/18

Sir,

With reference to your above mentioned letter : I am to inform you that the proposal has been approved at an estimated cost of Rs.1,00,000/- and an amount of Rs.1,00,000/- (Rupees. One lakh) only has been Sanctioned for the purpose from the current year's budget.

|                 |   |            |
|-----------------|---|------------|
| Part            | : | I          |
| Major Head      | : | Revenue    |
| Sub Head        | : | Seed Money |
| Minor Head      | : | —          |
| Head of Account | : | 635 (GG)   |

Please note that assets acquired wholly/partially with the aid of U.G.C. grant should be entered into a separate Stock Register and a return should be submitted with details at the end of the financial year. No such property should be disposed of without prior approval from the University Grants Commission.

In case of construction/repairs of buildings, roads, tanks, pipelines etc. Administrative approval and financial sanction of the Construction Committee and the Executive Council will be required if the amount involved exceeds Rs. 1,00,000/- or Rs.10,00,000/- respectively. No work should be undertaken until formal sanction is accorded by the Construction Committee Council as the case may be.

A statement showing the probable saving out of the sanctioned estimate on the basis of accepted quotation/tenders may kindly be furnished in due course.

The relevant papers like, quotation Comparative statement etc. Submitted with the proposal are returned herewith for your necessary action. While forwarding the bill reference to this letter may kindly be quoted.

Tender/Quotation are to be invited if not already done and the rates should be accepted by the competent authority before orders are placed Tender/Quotations for works/supplies which involve an estimated cost exceeding Rs.1000/- relating to any department except for the construction/repairs of building, road, tanks, pipelines etc. Are to be placed before the Tender Committee for acceptance.

Yours faithfully

Finance Officer

Date.....

Encl.  
Memo No. FI/SE/

(Copy forwarded for information & necessary action to)

1. Supdt. of Accounts Department, G.U.
2. University Engineer, G.U.
3. Director, G.U. Press
4. Supdt. (Finance)

Finance Officer  
Gauhati University

28/4/18