



REMINDER

DEVELOPMENT SECTION

Ref. No. Dev./Annual Allocation/ 46 /2023-2024

Dated: 05/01/2024

1. Directors/Adhyakshas of Bhavana/Vibhaga, Visva-Bharati
2. Heads of Academic and Administrative Department/Centre/Unit/Office, Visva-Bharati

Sub.: Status of utilization of fund allocated under Capital Assets for the year 2023-24.

Ref.: This office Memos No. (i) Dev./Annual Allocation/10/2023-2024, dated 10/07/2023
(ii) Dev./Annual Allocation/41/2023-2024, dated 01/12/2023


Madam/Sir,

With reference to the memos cited above, all concerned are hereby requested further to forward the updated status of utilization to the Development Office **within 25/01/2024 positively**, against the allocations made under the item heads 'Small Equipment/Laboratories'; 'Other infrastructure including furniture & fixture' and 'Books & Journals' as well as 'ICT enabled Infrastructure for online learning and content development and procurement of e-resource (perpetual)' out of Capital Assets for the year 2023-2024, as per the enclosed format (**Annexure**), in order to review the status by the competent authority, as appropriate.

Those who have already submitted the status of utilization in prescribed format against the memo as referred at (ii) above, may ignore the same.

Kindly treat the matter as **DUE PRIORITY**.

Encl.: As stated.

 05/01/2024
Joint Registrar (Development)
Visva-Bharati

Copy forwarded for information and necessary action to:

1. The Registrar, Visva-Bharati.
2. The Finance Officer, Visva-Bharati
3. The Internal Audit Officer, Visva-Bharati
4. The Joint Registrar (Accounts), Visva-Bharati
5. The Joint Registrar & C.S. to Vice-Chancellor, Visva-Bharati.
6. File: Annual Allocation 2023-2024 (Capital Assets).

Statement of utilisation/ expenditure under Capital Assets for the year 2023-2024

Name of the Bhavana/Department/Centre/Unit/Office:

(in ₹)

"Small Equipment/Laboratories"							
Sl. No.	Administrative approval of allocation accorded		Details of items procured/purchased			Unspent balance, if any	Remarks, if any
	Reference no.	Amount	Particulars/Items	Quantity	Amount		

(in ₹)

"Other Infrastructure including furniture & fixture"							
Sl. No.	Administrative approval of allocation accorded		Details of items procured/purchased			Unspent balance, if any	Remarks, if any
	Reference no.	Amount	Particulars/Items	Quantity	Amount		

(in ₹)

"Books & Journals" and "procurement of e-resource (perpetual)" (to be provided by the University Librarian)							
Sl. No.	Administrative approval of allocation accorded		Details of items procured/purchased			Unspent balance, if any	Remarks, if any
	Reference no.	Amount	Particulars/Items	Quantity	Amount		

(in ₹)

"ICT enabled Infrastructure for online learning and content development" (to be provided by the In-Charge, Computer Centre)							
Sl. No.	Administrative approval of allocation accorded		Details of items procured/purchased			Unspent balance, if any	Remarks, if any
	Reference no.	Amount	Particulars/Items	Quantity	Amount		

Signature of the concerned Director/ Adhyaksh / Head with seal

Date: