



DEVELOPMENT SECTION

Ref. No. Dev./ Annual Allocation/ 46 /2024-2025

Dated: 09/09/2024

1. **Directors/Adhyakshas of Bhavanas/Vibhagas, Visva-Bharati.**
2. **Heads of Academic and Administrative Departments/Centres/Units/Offices, Visva-Bharati.**

Sub.: Utilisation of fund allocated under Capital Assets for the year 2024-2025.

Ref.: Notification vide no. Dev./Annual Allocation/25/2024-2025, dated 18/07/2024
(copy enclosed).

Madam/Sir,

Further to the notification referred above, all concerned are requested to kindly ensure that the entire procurement procedure (includes submission of bills to the Accounts Office, Visva-Bharati) should **be completed positively by 30th November, 2024 (30/11/2024)**, against the fund allocated under the item heads (i) 'Small Equipment/Laboratories' (ii) 'Other Infrastructure including furniture & fixture' (ii) 'Books & Journals' and (iv) 'ICT enabled Infrastructure for online learning and content development and procurement of e-resource (perpetual)'. In case the Department/Bhavana fails to utilize the amount, the competent authority may consider reallocation of unutilized portion of the allocated grant to other Department/Bhavana.

Cooperation from all concerned is earnestly solicited in order to ensure timely & optimum utilisation of the grant approved by UGC.

Yours sincerely,

Enclo.: As stated.

Joint Registrar (Development)
Visva-Bharati

Copy forwarded for kind information 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 2024-25 (Capital Assets)



NOTIFICATION

Sub: Annual Allocation under Capital Assets for the Financial Year 2024-2025.

This is to notify for information of all concerned that the Planning Board of the University in its meeting dated 05/07/2024 (vide Resolution no. 5) considered the approval of University Grants Commission (UGC) vide D.O. No. F.1-3/2024 (CU) dated 01/05/2024 and approved the Annual Allocation under Capital Assets (OH-35) for the year 2024-2025 as under.

1. **Small Equipment/Laboratories – ₹ 150.00 lakh**
2. **Other Infrastructure including furniture & fixture – ₹ 100.00 lakh**
3. **Books & Journals – ₹ 75.00 lakh**
4. **ICT enabled Infrastructure for online learning and content development – ₹ 25.00 lakh**
5. **Procurement of e-resource (perpetual) – ₹ 50.00 lakh**
6. **Campus Development – ₹ 200.00 lakh**

The Department wise allocation under Small equipment/laboratories and Other Infrastructure including Furniture & fixture and General Instructions specified in this regard are shown at the **ANNEXURE**.

All purchases/procurements in this regard shall be made in observance of relevant rules/norms/procedures/guidelines and/or provisions made under GFR-2017, as applicable. It may please be noted that limit of respective allocation should be maintained strictly and no re-appropriation of allocation (i.e. 'Small Equipment/Laboratories' to 'Other Infrastructure including furniture & fixture' and vice-versa) be allowed in any circumstances.

In order to ensure timely and optimum utilisation of approved grants, entire procurement procedure (includes submission of bills to the Accounts Office, Visva-Bharati) should be completed by 30th November, 2024 (30/11/2024) positively, failing which competent authority may consider reallocation of unutilized portion of allocated grant following review of the same.

It may please be noted that the respective allocations are subject to compliance of terms and conditions & release of fund by the funding authority (UGC/MOE) as specified by UGC vide D.O. letter referred above.

Memo no. Dev./Annual Allocation/ 25 /2024-2025
Dated: 18/07/2024
Encl. : As stated.

Munir
18/07/2024
Joint Registrar (Development)
Visva-Bharati

To

1. **Directors/Adhyakshas of Bhavanas/Vibhagas, Visva-Bharati.**
2. **Heads of Academic and Administrative Departments/Centres/Units/Offices, Visva-Bharati.**

Copy forwarded for information to:

1. The Registrar (Acting), Visva-Bharati.
2. The Finance Officer (Offg.), Visva-Bharati.
3. The Joint Finance Officer, Internal Audit Office, Visva-Bharati
4. The Joint Registrar (Accounts), Visva-Bharati.
5. The Joint Registrar & C.S. to Vice-Chancellor, Visva-Bharati.
6. File: Annual Allocation 2024-25 (Capital Assets).

ANNEXURE

Allocation of fund under Capital Assets (OH-35) for the year 2024-2025

Sl. no.	Name of the Bhavana/Department/Centre/Office	Small Equipment/ Laboratories	Other Infrastructure including Furniture & Fixture
	Siksha-Bhavana (Institute of Science)		
1	Siksha-Bhavana Office	1.00	0.50
2	Department of Physics	1.50	1.00
3	Department of Botany	1.50	1.00
4	Department of Zoology	1.50	1.00
5	Department of Chemistry	1.50	1.00
6	Department of Mathematics	1.50	1.00
7	Department of Biotechnology	1.50	1.00
8	Department of Statistics	1.50	1.00
9	Department of Computer and System Sciences	1.50	1.00
10	Department of Environmental Studies	1.50	1.00
11	Integrated Science Education & Research Centre	1.50	1.00
12	Centre for Mathematics Education	0.50	0.00
	Bhasha-Bhavana (Institute of Languages, Literature & Culture)		
13	Bhasha-Bhavana Office	1.00	0.50
14	Department of Chinese Language & Culture	1.00	1.00
15	Department of Bengali	1.00	1.00
16	Department of Odia	1.00	1.00
17	Department of Sanskrit, Pali and Prakrit	1.00	1.00
18	Department of English	1.00	1.00
19	Department of Arabic, Persian, Urdu and Islamic Studies	0.50	0.50
20	Department of Santali	0.50	0.50
21	Centre for Comparative Literature	0.50	0.50
22	Department of Japanese	1.00	1.00
23	Department of Indo-Tibetan Studies	1.00	0.50
24	Department of Hindi	1.00	1.00
25	Centre for Modern European Languages, Literature and Culture Studies	1.00	1.00
26	Assamese Language Unit	0.50	0.50
27	Marathi Language Unit	0.50	0.50
28	Tamil Language Unit	0.50	0.50
29	Centre for Buddhist Studies	0.50	0.50
	Vidya-Bhavana (Institute of Social Sciences)		
30	Vidya-Bhavana Office	1.00	0.50
31	Department of Economics and Politics	1.00	1.00
32	Department of Geography	1.00	1.00
33	Department of Philosophy and Comparative Religion	1.00	1.00
34	Department of Ancient Indian History, Culture & Archaeology (Includes museum & escavation programme)	1.00	1.00
35	Department of History	1.00	1.00
36	Department of Anthropology	1.00	1.00
37	Centre for Journalism and Mass Communication	1.00	1.00
38	Education Unit	0.50	0.50
39	Women's Studies Centre	0.50	0.00
	Kala-Bhavana (Institute of Fine Arts)		
40	Kala-Bhavana Office	1.00	0.50
41	Department of Textile Design	1.00	1.00
42	Department of Ceramic & Glass Design	1.00	1.00
43	Department of Sculpture	1.00	1.00
44	Department of History of Art (Includes Benode Behari Archieve)	1.00	1.00
45	Department of Graphic Art	1.00	1.00
46	Department of Painting	1.00	1.00
47	Kala Bhavana Museum	0.50	0.50

	Sangit-Bhavana (Institute of Music, Dance & Drama)		
48	Sangit-Bhavana Office	1.00	0.50
49	Department of Rabindra Sangit, Dance and Drama	1.00	1.00
50	Department of Hindusthani Classical Music (Vocal & Instrumental)	1.00	1.00
	Vinaya-Bhavana (Institute of Education)		
51	Vinaya-Bhavana Office	1.00	0.50
52	Department of Physical Education & Sport Science	1.00	1.00
53	Department of Education	1.00	1.00
54	Department of Yogic Art & Science	1.00	1.00
	Palli Siksha Bhavana (Institute of Agriculture)		
55	Palli Siksha Bhavana Office	1.00	0.50
56	Department of Agronomy	1.50	1.00
57	Department of Soil Science & Agricultural Chemistry	1.50	1.00
58	Department of Agricultural Engineering	1.50	1.00
59	Department of Animal Science	1.50	1.00
60	Department of Genetics & Plant Breeding	1.50	1.00
61	Department of Crop Physiology	1.50	1.00
62	Department of Horticulture & Post Harvest Technology	1.50	1.00
63	Department of Agricultural Extension	1.50	1.00
64	Department of Agricultural Economics	1.50	1.00
65	Department of Agricultural Statistics	1.50	1.00
66	Department of Agricultural Entomology	1.50	1.00
67	Department of Plant Pathology	1.50	1.00
68	Agriculture Farm	0.50	0.50
69	Dairy & Poultry Farm	0.50	0.50
70	Soil Testing Laboratory	0.50	0.50
	Palli Samgathana Vibhaga (Institute of Rural Reconstruction)		
71	Palli Samgathana Vibhaga Office	1.00	0.50
72	Silpa Sadana	1.00	1.00
73	Department of Social Work	1.00	1.00
74	Palli Charcha Kendra	1.00	1.00
75	Department of Lifelong Learning and Extension	1.00	1.00
76	Music Unit, PSV	0.50	0.50
77	Patha-Bhavana (Institute of Primary, Secondary & Higher Secondary Education)	2.00	2.00
78	Siksha-Satra (Institute of Primary, Secondary & Higher Secondary Education)	2.00	2.00
	Other Offices/Centres/Units		
79	Director, PSNS & DSW (Includes augmentation of essential infrastructure for Students' Amenity Centre)	1.00	1.50
80	Director, SEI & RR	0.00	0.00
81	Director, V.B. Granthan Vibhaga	1.00	0.50
82	Director, CCR & Adhyaksha, Rabindra Bhavana (Includes replacement of old/obsolete AC machines for Strong Room and Museum)	2.00	5.00
83	Proctor (Includes basic/essential facilities for student hostels/kitchens/canteens)	1.00	3.00
84	Librarian, Central Library (Includes essential infrastructure for Central Library & sectional libraries)	1.00	0.50
85	Visva-Bharati Sports Board (Includes development of basic infrastructure with special emphasis on Central Gymnasium at VB Sports Board)	1.50	2.00
86	Swimming Pool Complex (Includes augmentation of essential infrastructure)	0.50	1.00
87	Indira Gandhi Centre	0.50	0.50
88	Computer Centre	1.00	0.50
89	Pearson Memorial Hospital	1.00	1.00
90	Vice-Chancellor's Office	1.00	0.50
91	Registrar's Office (Includes procurement of chairs for the Registrar's meeting room)	1.00	1.00
92	Establishment Office (Includes E-I,II,III Sections, Pay Fixation Cell)	1.50	0.50
93	Administration Office	1.00	0.50
94	HBA & Statistics Section	0.50	0.00
95	Estate Office	1.00	0.50
96	Meeting Section (Includes essential infrastructure for Conference Room of Central Administrative Building)	0.50	0.50



97	SC/ST Cell	1.00	0.50
98	Academic & Research Office	1.50	0.50
99	Development Office	1.00	0.00
100	Finance Office (Includes Retirement Benefit Section)	1.50	1.00
101	Accounts Office (Includes system upgradation towards payment of salary, taxes, etc.)	2.00	1.00
102	Internal Audit Office	0.50	0.00
103	Examinations Office	1.50	1.00
104	Public Relations Office	0.50	0.50
105	Guest Houses (Includes Vice-Chancellor's Residence)	0.75	1.50
106	Central Purchase Section	0.50	0.00
107	Garden Office	0.25	0.00
108	Watch & Ward Section	0.50	0.50
109	Engineering Section (Includes upkeep, Sriniketan)	1.00	0.50
110	Legal Cell	0.50	0.50
111	IQAC	0.50	0.50
112	Admission Coordination Cell (Basic infrastructure for the existing office)	1.00	0.50
113	Raj Bhasha Cell	0.25	0.00
114	Central Transport Cell (Includes procurement of new vehicles following condemnation of old vehicles as resolved by FC in its meeting dated 18.03.2024)	25.00	0.50
115	World Heritage Cell (Basic infrastructure for the allotted office)	1.00	1.00
116	Nodal Officer, SAMARTH (Basic infrastructure for the allotted office)	0.50	0.50
117	Basic and essential facilities at Lipika & Natya Ghar (Estate Office will act as Nodal Office)	0.50	0.00
118	Sanitation Section	0.25	0.00
119	Foreign Students Advisory Cell	0.50	0.50
120	Emergent/unforeseen/reserved purposes (To be considered by the competent authority, as per requirement)	7.00	3.00
GRAND TOTAL		150.00	100.00
Books/Journals			
University Librarian (Nodal Officer) (For Central Library & Sectional Libraries)		75.00 (Rupees seventy five lakh only)	
ICT enabled infrastructure for online learning and content development			
In-Charge, Computer Centre (Nodal Officer)		25.00 (Rupees twenty five lakh only)	
Procurement of e-resource (perpetual)			
University Librarian (Nodal Officer)		50.00 (Rupees fifty lakh only)	

General Instructions

- i) Limit of respective allocation should be maintained strictly to utilise for specific purposes only as shown above and no re-appropriation of allocation (i.e. 'Small Equipment/Laboratories' to 'Other Infrastructure including furniture & fixture' and vice-versa) be allowed in any circumstances. Further, priority should be made on procurement of essential laboratory/classroom/office equipments/instruments under the item 'Small Equipment/Laboratories' and classroom/laboratory/office furniture & fixture under the item 'Other Infrastructure including furniture & fixtures' for academic pursuits. Procurement of articles like laptop/photocopier etc. (under the item head 'Small Equipment/Laboratories') & Air Conditioner (under 'Other Infrastructure including furniture & fixture') shall only be considered subject to production of certificate that classroom and laboratories of the respective departments/centres are well equipped with required equipments/instruments and furniture and fixture. Air conditioner may only be procured in extreme emergency with adequate justifications and giving details of present status. Prior to installation of air conditioner in extreme emergency and/or any equipment(s) with considerable power consumption is involved, electrical load bearing certificate should be obtained from the office concerned (i.e. Engineering Section, Visva-Bharati). Basic facilities for differently abled persons may be extended as required on priority basis.
- ii) Purchase/procurement/execution should be made in observance of relevant rules/norms/procedures/guidelines and/or provisions made under GFR, 2017, as applicable.
- iii) **In order to ensure timely & optimum utilisation of such grant, entire procurement procedure (includes submission of bills to the Accounts Office, Visva-Bharati) should be completed by 30th November, 2024 (30/11/2024) positively, failing which competent authority may consider reallocation of unutilised portion of allocated grant.** All concerned are advised to furnish status of utilisation/expenditure as and when necessary to facilitate review by the competency authority/committee concerned and to forward Utilisation Certificate(UC) to the funding authority in due time.
- iv) **Respective allocations are subject to compliance of terms & conditions and release of fund by the funding authority (UGC/MoE) as specified by UGC vide F. No F.1-3/2024(CU), dated 01/05/2024.**