

VISVA-BHARATI  
SANTINIKETAN



**NOTIFICATION**

Ref: CPS /470/ 2024-2025

Date: 24.07.2024

**Sub: Purchase under Capital Assets Grant for Financial Year 2024-2025**

As per the Notification issued by Development Section vide Memo No. Dev/Annual Allocation/25/2024-25 dated 18.07.2024, all Directors/Principals of Bhavanas/Vibhagas and Heads/In-Charge of Academic/Administrative Departments/Sections/Centers/Offices of the University are requested to follow the procedure noted below for sending purchase proposals under Capital Assets for the financial year 2024-2025 to the Central Purchase Section (CPS):

1. Please send the duly filled in **Indent Form with full specifications including drawing/picture/design etc., if any, (no brand should be mentioned), budget provision (goods proposed to be purchased should be within budget provision) and stock position**, for procurement of Equipment/Laboratories/Laboratory items, Furniture & Fixture etc. within **15 (fifteen) days** from the date of issuance of this notification to the In-Charge, CPS. Incomplete Indent Form may result in rejection or delay in the procurement process.
2. All purchase proposals received at CPS within the due date shall be processed for **GeM biddings on or about 30 August 2024 as per GFR. After the GeM biddings, no purchase proposal shall be accepted.**
3. Please furnish **AC load-bearing certificate** from the University Engineer in case of purchase of Air Conditioner (AC) machines.
4. Procurement of goods like laptop/photocopier etc. (under the item head "Small Equipment/Laboratories") & Air Conditioner (under "Other Infrastructure including Furniture & Fixture") shall be considered subject to **submission of certificate** that classrooms and laboratories of the respective Departments/Centers are well-equipped with required equipment/instruments and furniture and fixture as mentioned in the "General Instructions" of the said notification of the Development Section.
5. The goods should be received by the indenter from CPS within **3 (three) days** of receiving intimation from the CPS.
6. Any complaint regarding the products (defect/missing/broken) received should be intimated immediately to the In-Charge, CPS.
7. The contact details with Mobile number and E-mail ID of the Indenter/Dealing Official should be mentioned in the Indent Form.



Registrar (Acting)  
Visva-Bharati

Copy forwarded for information & necessary action to:

1. All Directors/Principals of Bhavanas/Vibhagas
2. All Heads of Academic/Administrative Departments, Sections/Centers/Offices
3. Finance Officer
4. Joint Registrar (Accounts)
5. Internal Audit Officer
6. Joint Registrar-cum-CS to Vice-Chancellor
7. P.A. to Registrar
8. University Webmaster with a request to upload the Notification in the University Website

Enclosure:

1. Memo No. Dev/Annual Allocation/25/2024-25 dated 18.07.2024 of Development Section
2. Indent Form





## 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 30<sup>th</sup> 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

Enclo. : As stated.

**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

(₹ in lakh)

Sl. no.	Name of the Bhavana/Department/Centre/Office	Small Equipment/ Laboratories	Other Infrastructure including Furniture & Fixture
	<b>Siksha-Bhavana (Institute of Science)</b>		
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
	<b>Bhasha-Bhavana (Institute of Languages, Literature &amp; Culture)</b>		
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
	<b>Vidya-Bhavana (Institute of Social Sciences)</b>		
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 & excavation 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
	<b>Kala-Bhavana (Institute of Fine Arts)</b>		
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

Cont'd.... P/2



	<b>Sangit-Bhavana (Institute of Music, Dance &amp; Drama)</b>		
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
	<b>Vinaya-Bhavana (Institute of Education)</b>		
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
	<b>Palli Siksha Bhavana (Institute of Agriculture)</b>		
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
	<b>Palli Samgathana Vibhaga (Institute of Rural Reconstruction)</b>		
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	<b>Patha-Bhavana (Institute of Primary, Secondary &amp; Higher Secondary Education)</b>	2.00	2.00
78	<b>Siksha-Satra (Institute of Primary, Secondary &amp; Higher Secondary Education)</b>	2.00	2.00
	<b>Other Offices/Centres/Units</b>		
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
<b>GRAND TOTAL</b>		<b>150.00</b>	<b>100.00</b>
<b>Books/Journals</b>			
University Librarian (Nodal Officer) (For Central Library & Sectional Libraries)		75.00 (Rupees seventy five lakh only)	
<b>ICT enabled infrastructure for online learning and content development</b>			
In-Charge, Computer Centre (Nodal Officer)		25.00 (Rupees twenty five lakh only)	
<b>Procurement of e-resource (perpetual)</b>			
University Librarian (Nodal Officer)		50.00 (Rupees fifty lakh only)	

### General Instructions

- 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.
- Purchase/procurement/execution should be made in observance of relevant rules/norms/procedures/guidelines and/or provisions made under GFR, 2017, as applicable.
- 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.
- 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.



## VISVA – BHARATI



## INDENT / REQUISITION FORM FOR DEPARTMENTAL / PROJECT PURCHASES

REF. NO: .....

DATE: .....

SANTINIKETAN / SRINIKETAN

TO,

FROM:

THE FINANCE OFFICER

VISVA – BHARATI , SANTINIKETAN

Please find below a proposal for purchase of stores for use in the University service under the usual procedure in the current year's budget provision for which, I certify that the adequate fund is available:

1. a. Head of account against which the expenditure is proposed to be incurred

b. Budget provision in the current year:

c. Mention Departmental Budget Code :

d. Expenditure booked so far

e. Amount of expenditure sanctioned but not yet booked

f. Amount of sanction sought for at present

2. Purpose of the proposed Expenditure / Present Requirement :

3. Procedure adopted towards the purchase:

4. No. / Quantity of replacement if any : with reason thereof in the present requirement:

5. Details of stock and last purchase of indented item : (please attached Extra sheet if needed)

Sl	Description of item indented with details specification	Stock available as on	Quantity Required	Last purchase order reference	Rate of per last P.O.	Remarks if any

Signature of the Adhyaksha/ Head of the Office/P.I. (With SEAL)

## Contact Details:

Name : (IN BLOCK LETTER)

Mobile Number :

Email Address :