

**GOVT. OF WEST BENGAL  
HIGHER EDUCATION DEPARTMENT  
COLLEGE SPONSORED BRANCH  
BIKASH BHAVAN, SALT LAKE,  
KOLKATA – 700091.**

NO:-780-Edn.(C.S)/10M – 96/13

DATE – 25<sup>th</sup> September,2013

**MEMORANDUM**

In pursuance of utilisation of the Budget Grant for the ASSISTANCE TO THE NON GOVT. COLLEGES AND INSTITUTES, The State Government in the Higher Education Department, taking into account local conditions, has decided to prescribe the *following Guidelines for submission of proposal for financial grant regarding New Construction of Building & others Civil infrastructure of the College for the current financial year 2013-2014, as-*

- 1) Proposal of the **Estimate which should be vetted by the competent authority, & duly countersigned by the Principal/TIC in Original.**
  
- 2) Certificate of GB resolution in College Official Pad with **indicating Agenda No. & Resolution** duly **Signed by the Members of the Building Committee & countersigned by the Principal/TIC in Original.**  
  
[Enclosed with photocopies of GB Resolution Book showing the attent GB Members' Position, Signature & Date with Highlighting the Agenda No. & the Resolution at the respective GB meeting,]
  
- 3) Photocopy of the **Utilisation Certificate of the previous-received Grant.**
  
- 4) **THE PROPOSAL SHOULD BE SUBMITTED - To THE JOINT SECRETARY, HIGHER EDUCATION DEPARTMENT (C.S BR.) WITHIN - 31 – 10- 2013.**

Sd/-  
Sukumar Ganai  
Addl.Secretary, to the  
Govt. of West Bengal