

**Indian Council of Agricultural Research
Krishi Bhavan, New Delhi-110001**

F.No.4-2/2015-F&A.O Unit (Edn.)

dated 16-10-2015

Circular

Subject: Check list for processing proposals of Education Division Schemes for financial concurrence at ICAR Hq

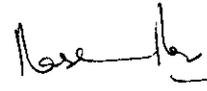
In order to streamline the processing of cases received for financial concurrence, the Internal Finance Division (IFD), Education Division has developed following checklist scheme wise with the approval of the competent authority.

Sl.No.	Check - List	Name of the Schemes – Component
1	I	Strengthening & Development of AUs (Development Grants)/Niche Area of Excellence/Library Strengthening/CAFT/Experiential Learning
2	II	Rural Agricultural Work Experience/National Talent Scholarship/Junior Research Fellowship/Senior Research Fellowship/Scholarship to UG students (Merit cum Mean scholarship)/Scholarship to UG students –Post Matric Scholarship for SC/ST/Fellowship for Veterinary Graduates/Internship
3	III	Emeritus Scientist/National Fellow/National Professor
4	IV	International Fellowship
5	V	Short/Summer/Winter Courses/School

The Subject Matter Divisions(SMD), Education Division is therefore, requested to ensure that in future any proposal relating to above scheme(s) may be submitted to Internal Finance Division, Education Division, ICAR Hq along with the duly filled in and signed check lists(copies enclosed).

This issues with the approval of AS&FA, DARE & ICAR.

Encl. – 5 checklists (as stated above)


(Rashmi R.Rao) 16/10/15
Dy. Director(Finance)

Distribution:

- 1) DDG(Education Division),KAB-II Pusa, New Delhi
- 2) ADG(EP&HS)/(EQR)/(HRD)/EPD, / DS(Edn.) KAB-II Pusa, New Delhi

**INDIAN COUNCIL OF AGRICULTURAL RESEARCH
EDUCATION DIVISION**

Check list to be filled up by SMD

(Plan Schemes)

*(Schemes: Strengthening & Development of AUs (Development Grants)/Niche Area of Excellence/
Library Strengthening/CAFT/Experiential Learning*

1. Name of the University / Institute.....
2. Name of the Sub-Component.....
3. Fund Provision in XIIth Plan EFC of Education Division for the sub-component.....
4. Sanctioned Budget Allocation of the sub-component in the current financial year 2015-16 and approval of the Competent Authority
 - a. Grant in Aid Capital Rs.....
 - b. Grant in Aid General Rs.....
5. Whether UC/AUC of previous year submitted? If yes, the unspent balance available with the university: Rs.....
Date & details of refunds of unspent balance (if any, as per col.5).....

6. Availability of Funds against BE/RE:

		GIA-Capital	GIA-Salary	GIA-General
a	Budget Estimates/Revised Estimates 2015-16	Rs		
b	Proposals already processed during c.f.y	Rs		
c	Present proposal	Rs		
d	Availability of Funds (a-b-c)	Rs		

7. Demand/Requirement of Current Financial Year 2015-16: Rs.....
(as submitted by University/ Institute)
 - a. Grant –in aid-Capital Rs.....
 - b. Grant –in aid-General Rs.....

8. Break up of Proposed Releases :
(As per approved guidelines/ norms)

GIA-Capital	GIA-Salary	GIA-General
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9. In case the proposal is for release of funds in excess of 75% of the BE/RE 2015-16, indicate date of submission of AUC(Reference page No:)
10. Certified that there is no previous unspent balance available to be adjusted from the release except as indicated in col. No.5 above.
11. Remarks: (Please provide any other information relevant to the proposal not included above)

Signature of S.O.

Signature of ADG

**INDIAN COUNCIL OF AGRICULTURAL RESEARCH
EDUCATION DIVISION**

Check list to be filled up by SMD

(Schemes: Rural Agricultural Work Experience/National Talent Scholarship/Junior Research Fellowship/Senior Research Fellowship/Scholarship to UG students (Merit cum Mean scholarship)/Scholarship to UG students – Post Matric Scholarship for SC/ST/Fellowship for Veterinary Graduates/Internship

- 1) Name of the Scheme/Course.....
- 2) Name of the University
- 3) Sanctioned budget (BE/RE 2015-16).....
- 4) Demand /requirement of funds from university for c.f.y.....
- 5) Number of Student approved by the ICAR.....
- 6) Number of student enrolled in the AU as per demand.....
- 7) Rate of fellowship
- (Please indicate the office order of the ICAR for rate of fellowship)*
- 8) Period of Fellowship to be paid
- 9) Category of student whether veterinary or other than veterinary.....
- 10) Total Budget Provision in XIIth Plan EFC of Education Division (If, Plan Scheme) Rs.....
- 11) Whether UC/AUC of previous year submitted? If yes, the unspent balance available with the university: Rs.....
- (Date & details of refunds of unspent balances (if any, as per col.5).....)*
- 12) Availability of Funds against BE/RE:
 - a. Budget Estimates/Revised Estimates 2015-16 : Rs.....
 - b. Proposals already processed during c.f.y : Rs.....
 - c. Proposed expenditure of present proposal : Rs.....
 - d. Availability of Funds (a-b-c) : Rs.....
- 13) In case the proposal is for release of funds in excess of 75% of the BE/RE 2015-16, indicate date of submission of AUC(Reference page No:)
- 14) Certified that there is no previous unspent balance available to be adjusted from the release except as indicated in col. No.11 above.
- 15) Remarks: (any other information relevant to the proposal not included above)

Signature of S.O.

Signature of ADG

**INDIAN COUNCIL OF AGRICULTURAL RESEARCH
EDUCATION DIVISION**

Check list to be filled up by SMD

(Schemes: Emeritus Scientist/National Fellow/National Professor)

1. Name of University/ Institutes.....
2. Name of Project.....
3. Name of Emeritus Scientist.....
4. Date of Start of Project and Period (Duration).....
5. Fund Provision in the XIIth Plan EFC of Education Division
 - a. Grant-in aid –Capital Rs.....
 - b. Grant-in aid-General Rs.....
6. Demand/ Requirement for Current Financial Year 2015-15 Rs.....
 - a. Grant-in-aid –Capital Rs.....
 - b. Grant-in aid- General Rs.....
7. Details of grant released in previous years(duration of project/scheme)
8. Whether UC/AUC of previous year submitted? If yes, the unspent balance available with the university: Rs.....
(Date & details of refunds of unspent balances (if any, as per col.5))
9. Availability of Funds against BE/RE:
 - a. Budget Estimates/Revised Estimates 2015-16 : Rs.....
 - b. Proposals already processed during c.f.y : Rs.....
 - c. Proposed expenditure of present proposal : Rs.....
 - d. Availability of Funds (a-b-c) : Rs.....
10. In case the proposal is for release of funds in excess of 75% of the BE/RE 2015-16, indicate date of submission of AUC(Reference page No:)
11. Certified that there is no previous unspent balance available to be adjusted from the release except as indicated in col. No.11 above.
12. Remarks: (any other information relevant to the proposal not included above)

Signature of S.O.

Signature of ADG

**INDIAN COUNCIL OF AGRICULTURAL RESEARCH
EDUCATION DIVISION**

Check list to be filled up by SMD
(Scheme: International Fellowship)

1. Name of the Fellow
2. Name of Course.....
3. Name of University /Institute
4. Date of Start of Fellowship.....
5. Rate & Period of Fellowship
6. Whether any Installment has been released?
If yes, Provide the details (year wise):-
7. Fund Provision under XIIth Plan EFC of Education Division Rs.....
8. Budget Allocation for c.f.y. 2015-16 Rs.....
9. Demand/Requirement for Current Financial Year 2015-16 Rs.....
10. Availability of Funds against BE/RE:
 - a. Budget Estimates/Revised Estimates 2015-16 : Rs.....
 - b. Proposals already processed during c.f.y : Rs.....
 - c. Availability of Funds (a-b-c) : Rs.....
11. Details of bank guarantee furnished by fellow and its validity.....
12. Bank Details of Fellow :
13. Remarks: (any other information relevant to the proposal not included above)

Signature of S.O.

Signature of ADG

**INDIAN COUNCIL OF AGRICULTURAL RESEARCH
EDUCATION DIVISION**

Check list to be filled up by SMD

(Schemes: Short /Summer /Winter Course/School)

1. Name of Course
2. Name of University/ Institute.....
3. Period of Course.....
4. Sanctioned budget head wise and expenditure incurred

Sanctioned budget	Expenditure incurred

5. Whether any advance / installment has been released?
If yes, Provide the details: -
6. Budget Allocation for CFY 2015-16 Rs.....
7. Demand/Requirement for Current Financial Year 2015-16 Rs.....
8. Availability of Funds against BE/RE:
 - a. Budget Estimates/Revised Estimates 2015-16: Rs.....
 - b. Proposals already processed during c.f.y : Rs.....
 - c. Availability of Funds (a-b-c) : Rs.....
9. Whether AUC of Previous Year Submitted? If Yes, the Unspent Balance
Rs.....
10. Remarks : (Please provide any other information relevant to the proposal
not included above)

Signature of S.O.

Signature of ADG