



# MAHARAJA AGRASEN COLLEGE

University of Delhi  
VASUNDHARA ENCLAVE, DELHI-110096

18.03.2021

## NOTICE

This is with reference to an emergent meeting of the Governing Body of the college held on 17<sup>th</sup> March, 2021 to consider the "Pattern of Assistance" and send acknowledgement of the same to Directorate of Higher Education, Govt. of NCT of Delhi.

It was resolved that inputs from Teaching and Non-Teaching Staff of the college should be obtained.

Accordingly, the members of Teaching and Non-Teaching Staff are requested to send their valued inputs to the **undersigned via e-mail at [principal@mac.du.ac.in](mailto:principal@mac.du.ac.in) latest by 24<sup>th</sup> March, 2021**. The Pattern of Assistance is uploaded on College Website and also attached with the Notice.

**Dr. Sanjeev Kumar Tiwari**  
**Principal (Offg.)**

**Copy to: -**

All Teaching & Non-Teaching Staff

3993  
18/3/21

DIRECTORATE OF HIGHER EDUCATION  
GOVT. OF NCT OF DELHI, B- WING, 2<sup>ND</sup> FLOOR.  
5-SHAM NATH MARG, DELHI-110054

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F.No. DHE.25(01)/POA/2019-2020/ 105- 107

Date:- 08-01-2020

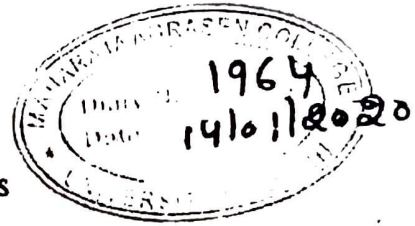
Sub:- Pattern of Assistance for the release of Grant-in-aid to 100% funded Delhi Govt. sponsored college affiliated to University of Delhi.

1. Directorate of Higher Education has been providing grant in aid to the 12 number of 100% funded Delhi Govt. Sponsored College affiliated to University of Delhi, with the following aims and objects:

- a. To promote the cause of higher education and to prepare comprehensive policy for Higher Education in the field of Arts, Commerce, Science, Management, Computer Science etc.
- b. To release Grant in Aid to colleges as per policy.
- c. To ensure that the accounts of the colleges partly or wholly funded by the Directorate are audited by the Examiner, Local Funds Account (ELFA), Directorate of Audit.
- d. To acquire suitable sites for new colleges.

2. The names of the 100% funded Delhi Govt. sponsored college affiliated to University of Delhi are as under:-

- i. Acharya Narendra Dev College
- ii. Aditi Mahavidyalaya
- iii. B R Ambedkar College
- iv. Bhaskaracharya College of Applied Sciences
- v. Bhagini Nivedita College
- vi. Deen Dayal Upadhyaya College
- vii. Indira Gandhi College of Physical Education & Sports Sciences
- viii. Keshav Mahavidyalaya
- ix. Maharaja Agrasen College
- x. Maharshi Valmiki College of Education
- xi. Shaheed Rajguru College of Applied Sciences for Women
- xii. Shaheed Sukhdev College of Business Studies



3. For the release of Grant-in-aid to 100% funded Delhi Govt. sponsored college affiliated to University of Delhi, the following Pattern of Assistance and procedure will be followed :-

- i. The budget estimation of grant needs to be segregated on revenue and capital head separately into Sub Heads like "Salary", "General" and "Creation of Assets (Capital)" as per Finance Department guidelines.
- ii. The provisioning of budget for grant needs to be made on net deficit basis (i.e. total revenue from all sources – total expenses).
- iii. The College shall evolve suitable mechanism to maximize generation of internal resources so as to attain self sufficiency / self sustainability over a period of time.

*[Signature]*



- iv. The College shall prepare Annual Report every year which should clearly contain the detailed activities, student strength stream-wise, fee structure; revenue generated in each financial year and submit a copy of the same to Planning and Finance Department.

**GRANTS FOR RECURRING EXPENSES-**

4. The grant for the purpose of salary, allowances and other approved and admissible recurring expenditure will be released in four installments. The first installment (25% of the total allocated amount) will be released in the month of April to cover the expenditure for the months from April to June. The second installment (up to 50% of the total allocated amount) will be released in the month of July after getting following information/documents from the Grantee College:-
- i) Amount required for recurring expenditure (separately for pay/allowances and approved and admissible recurring expenditure) for the period July to February next year on realistic basis, with full details including provision of salary for the month of March to be paid on 1<sup>st</sup> working day of April of next financial year.
  - ii) Present position of funds available with the Grantee College for recurring expenditure.
  - iii) Utilization certificate in form 19-A of GFRs in respect of recurring grant released to the Grantee College during the last financial year.
  - iv) Actual income and expenditure statement (item-wise) of last financial year.
  - v) Details of teaching and non-teaching staff or technical/non-technical staff, as the case may be. Separately figures of Regular/Adhoc/Contractual staff in Teaching & Non-Teaching posts along with details of no. of posts of Teaching & Non-Teaching staff sanctioned by Delhi Government.
  - vi) Last year's Audited Accounts. The audit should be got conducted from ELFA. If the audit has not been done by ELFA, then the details of the steps taken by the Grantee College in this regard.
  - vii) Actual income and expenditure statement (item-wise) for the current financial year for the period w.e.f. 1<sup>st</sup> April to 30<sup>th</sup> June.
  - viii) Revised estimates for the current financial year and the Budget estimates for the next financial year will be duly approved by the Board of the Governors/Management on the basis of the recommendations of the Finance Committee of the Grantee College. The Budget proposal should be strictly in accordance with the prescribed guidelines and the norms of Executive Council of Delhi University/University Grants Commission/Delhi Govt. A certificate from the Executive Head of the Grantee College shall also be furnished to the effect that the budget



- proposals are formulated strictly in accordance with the approved norms/scales of University Grants Commission/Delhi Govt.
- ix) Details of the pending audit paras and their position along with the action taken by the Grantee College to remove/settle the outstanding audit objections along with proof of settlements, particularly in case of recoveries.
  - x) Annual Achievement-cum-performance report for the previous financial year.
  - xi) Any other requisite document/information not submitted earlier by the Grantee College due to unavoidable reasons.
  - xii) The College shall not do any act or undertake any activity which entails additional financial liability for the Government without the approval of Directorate of Higher Education, Finance/Planning Department, like creation of posts, grant pay scales higher than those of corresponding posts of Govt. of NCT of Delhi, undertaking of infrastructural projects provisions/extension of person to employees etc. As per "Pattern of Assistance" the directives/orders issued by the Govt. of NCT of Delhi from time to time regulating expenditure out of grant-in-aid shall be binding on the college and contravention thereof shall render the GIA liable to be withheld.
5. The Grantee Institute has to submit the above mentioned information about documents by 5<sup>th</sup> of July. Third installment (up to 75% of the allocation) will be released in the month of October to cover the expenditure for the months of October to December. Fourth and final installment will be released in the month of January or after finalization of R.E. to cover the expenditure from January to March.

**GRANT FOR NON-RECURRING EXPENSES (GIA FOR CAPITAL ASSETS):**

6. The non-recurring grant shall also be released in four equal installments in the months of April, July, October and January. All such proposals should be regulated strictly as per scales laid down by Governing Body, Managing Committee or the Board of Directors, as the case may be, and a certificate should be endorsed by the Board of Management/Governors and Finance Committee of the Grantee College that the postponement of renewals/replacement is not possible, so as to avoid pressure on budgetary resources. The proposal should be supported by a certificate of congruence between financial expenditure and physical progress in respect of the previous year non-recurring grant released by Govt. of N.C.T. of Delhi. When the expenditure on the non-recurring item is to be incurred, the purchase shall be made on the recommendations of a Purchase Committee constituted for the purpose. The proposals for non-recurring Grant (Capital Assets) should also contain following information/documents:

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- i) Name of the items/articles required.
- ii) Quantity required.
- iii) Approximate cost.
- iv) Items already available showing the (a) quantity (b) Value/cost.
- v) Items/articles required in preference.
- vi) Certificate from the Dy. Registrar/Dy. Controller of Accounts/Sr. Accounts Officer & Head of College of the Grantee College that the proposal for non-recurring grant-in-aid is strictly in accordance with the norms and scales laid down by Governing Body, Managing Committee or the Board of Directors, as the case may be, and Delhi Government.
- vii) Utilization certificate in Form-19A of GFRs in respect of Non-Recurring grant released during last financial year.

7. All Recurring and Non-Recurring Grant shall be released in respect of items of approved expenditure only and shall be subject to the existence of valid resource allocation in Annual Plan/Budget of Govt. of NCT of Delhi. All claims should be as per the approved norms of University Grants Commission/Delhi Govt. NCT Delhi. Annual maintenance grant shall continue to be verified on the basis of a net deficit formula.
8. The Head of Grantee College will be responsible for strict observance of all the codal formalities, the provisions of General Financial Rule, the terms and conditions of the grant and the directions/advice of Delhi Government while utilizing the grant. He/she will have to utilize the grant only for the specified and approved expenditure and will be personally liable for any deviation. In respect of recurring grant, the grant sanctioned should not be used for meeting the salary of any new post without sanction by the Government. In case if Grantee College does not furnish the requisite information/documents in time or it violates the above mentioned rules/directions etc., the Grantee College itself will be responsible for non-release of further grant, besides the above requisite action in the matter.

#### **CAPITAL WORKS:**

9. All the estimate for Capital works will be prepared by the Grantee Institute with the help of its architect /PWD. The estimates so prepared will be placed before the Standing Committee on Building & Works for approval of the Delhi Government.
10. The proposals in respect of Capital works costing Rs.50 crore and upto Rs. 100 Crores will be submitted before the Finance Department, GNCTD for approval and above Rs. 100 Crore will be submitted before Finance. Deptt., GNCTD through EFC Memo of the Grantee Institute for approval before the same are placed before Standing Committee on Building & Works.

#### **CREATION OF POSTS:**

11. Creation of Teaching/Non-Teaching posts in the Grantee College shall be as per UGC/DU norms with the prior approval of Govt. of NCT of Delhi since the College is fully funded by the



Government. Hence, no appointment against shall be made unless the posts creation is approved by the competent authority/Delhi Govt.

12. All the post proposed to be filled by the Grantee College on deputation will also be circulated to various department of GNCTD and other things being equal, employees of GNCTD may be given preference.

13. All posts in the finance and Accounts wings of Grantee Institute shall invariably filled up from the account cadre of Delhi Govt.

**RE-APPROPRIATION OF FUNDS:-**

14. The preparation of the accounts of the Colleges shall be the responsibility of Head of the Accounts wing of the Grantee College / Annual Budget and shall be approved by the Finance Committee /Board of Governors, Managing Committee, as the case may be, of the Grantee College. Funds shall not be re-appropriated without obtaining the recommendations of the Finance Committee and subsequently the approval of the Board of Management of the Grantee College and Government of NCT of Delhi.

15. The pay scales as approved by the Ministry of Human Resources Development, Govt. of India/UGC/ Government of Delhi shall be applicable to the employees of the Grantee Institute. It should not be higher than those applicable to similar categories of employees in the Government.

16. General instructions regarding "economy in expenditure" issued by the Finance Department, Government of NCT of Delhi, shall be strictly followed. If any exception is required, matter shall be referred to Finance Department, Government of Delhi.

17. The Grantee College shall create alternative sources of income in the medium and long term. Release of grants to it shall be linked to generation of income from other sources like consultancy etc.

18. The College shall be required to execute a bond in a prescribed format binding themselves jointly and severally to abide the conditions of the grant-in-aid and not to divert the grants to another institution/organization and on committing breach of bond, the signatories will be liable to refund to the President of India, the whole or a part of amount of the grant with interest at ten percent per annum thereon or the sum specified under the bond (Ref: Rule 230(10-17), 231(1-3), 232 to 234 of GFR, 2017, previously Rule 209 (6) (ix) of GFR, 2005).

19. The College seeking grant-in-aid should also certify that it has not obtained or applied for grants for the same purpose or activity from any Ministry/Department of the Government of





India or State Government (Ref: Rule 230(1) of GFR 2017, previously Rule 209(1) of GFR, 2005).

20. Release of grants by itself does not become a license to spend the money. Any expenditure out of these grants would be subject to prior expenditure sanction by the competent authority, observance of provisions of GFRs and instructions/guidelines.

21. Financial business in the Grantee College should be transacted in accordance with provisions of General Financial Rules.

22. All the directions / instructions / guidelines issued by the Government of NCT of Delhi including directions / advice of CVC/DOV will be binding on all the autonomous bodies / organizations / Colleges constituted under any statute and funded by the government.

23. This issues with the approval of Finance Department vide their U. O. No. DSF-V/277 dated 29/11/2019.

  
(ANIL KUMAR HASIJA)  
ACCOUNTS OFFICER, DHE

F.No. DHE.25(01)/POA/2019-2020/ 105 - 107

Date:- 02-01-2020

Copy to:-

- i) Principal, 12 Colleges- 100 % funded by Delhi Govt. for implementation of Pattern of Assistance.
- ii) Jt. Secretary, Finance Expenditure, Deptt. of Finance, GNCT of Delhi, 4<sup>th</sup> Level Delhi Secretariat, New Delhi- 110002
- iii) Jt. Secretary, Planning Deptt., GNCT of Delhi, 4<sup>th</sup> Level Delhi Secretariat, New Delhi- 110002

  
(ANIL KUMAR HASIJA)  
ACCOUNTS OFFICER, DHE