



**UNIVERSITY GRANTS COMMISSION
BAHADUR SHAH ZAFAR MARG
NEW DELHI-110002**

No. F. 10-1/2008(FD-II/III)IA

6th May, 2014

OFFICE MEMORANDUM

Reference is invited this Office Memorandum of even no. dated July, 2013 (copy overleaf) regarding the receipt of refund of unspent grants-in-aid and/or interest through e-mode (RTGS/NEFT). It has been observed that still all the refunds receipts are not being received in e-mode. Therefore, it is reiterated that suitable instructions by inserting following para in sanction order itself may be issued to all grantee instructions:-

The refund of unspent grants in aid and/or interest, if any, be credited in following UGC account through e-mode (RTGS/NEFT) under intimation to this office.

Name of Bank : Canara Bank
University Grants Commission, New Delhi-110002
Account No. : 0157101017339
Type of Account : Savings
IFSC Code : CNRB0008627
MICR Code : 110015170
Holder of Account : University Grants Commission, New Delhi

Further, Bureau/Divisional Head may send details of amount refunded by grantee institutions from July 2013 to April 2014 in the following format latest by 20/05/2014 to the Dy. Secretary (F) so as to enable Finance Division to reconcile the figures (this has already been requested vide letter dated 01/10/2013 followed by reminders dated 26/11/2013 & 30/01/2014):-

Name of Section: _____						
Details of grantee institution	Sanction letter no. & date	Unspent grants in aid	Interest	Total (3+4)	Amount refunded on	RTGS/NEFT details
1	2	3	4	5	6	7
(Signature of Bureau/Divisional Head)						

All the Bureau/Divisional Head may also ensure that monthly statement of all refunds received through e-mode may be sent by 10th of the following month in above format. This may please be given **top priority**, as non-furnishing of information causes non-reconciliation of accounts by the Finance Division.

This issues with the approval of Chairman, UGC vide Dy. No. 28777 dated 02/05/2014.


(Upamanyu Basu)
Financial Advisor

PS: The refunds in respect of NET Division may be credited in Canara Bank Saving Bank A/c No.8627101000794.

1. PS to Chairman/Vice-Chairman/Secretary, UGC
2. PS to FA / Director (Admn.), UGC
3. Dy. Secretary (Finance) (for follow up, action)
4. All Bureau/Divisional Heads, UGC
5. All Under Secretaries / Education Officers, UGC
6. All Regional Heads, UGC {for compliance of instructions as contained in para 1 above. The bank details may suitably be amended to ensure that refunds are received in respective regional offices not in UGC (HQ)}.
7. E Office



UNIVERSITY GRANTS COMMISSION
BAHADUR SHAH ZAFAR MARG
NEW DELHI-110002

COPY-18

No. 10-1/2008 (FD-II/III) IA

July, 2013

OFFICE MEMORANDUM

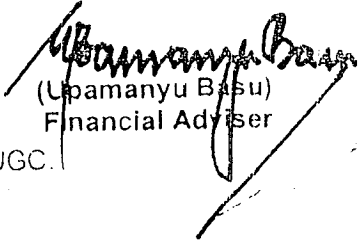
At present, grantee institutions send the refund of unutilized amount of grants-in-aid and interest thereon through physical mode i.e. demand draft or cheque etc. to the grants sanctioning Bureaus. The grants sanctioning Bureaus submit the same in the relevant file and then to Finance Division for removing the DD/cheque from the file and crediting the same to UGC account. In the whole process there are chances of loss of the instrument and also this delays remittances.

This system has since been reviewed and it has been decided that grantee institutions may be advised to remit the amount of grants in aid and/or interest through e-mode (RTGS/NEFT) directly to UGC account as per following bank details:-

Name of Bank	:	Canara Bank
	:	University Grants Commission, New Delhi-110002
A/C No.	:	0157101017339
Type of Account	:	Savings
IFSC Code	:	CNRB 0008627
MICR Code	:	110015170
Holder of Account	:	University Grants Commission, New Delhi

After transfer of funds through e-mode, the grantee institution will send a copy of fund transfer bank advice to grants sanctioning authority & Section Officer (FD-II), UGC, New Delhi for reconciliation and making necessary entries in GIA Register.

All the grants sanctioning Bureaus/Divisions may please note and issue necessary instructions to the concerned grantee institutions.


(Upamanyu Basu)
Financial Adviser

1. All Bureau/Divisional Heads/Branch Officers/Section Officers, UGC.
2. PS to CM./VCM/Secretary/FA/Director (Admn)
3. DS/US (Finance Division)/DS (Admn)/IA/IFD
4. All RO's with the request to issue suitable advice on these lines to the grantee institutions of their regions.
5. Guard File