



(3)

अखिल भारतीय तकनीकी शिक्षा परिषद्
ALL INDIA COUNCIL FOR TECHNICAL EDUCATION
(भारत सरकार का एक सांविधिक निकाय) (A STATUTORY BODY OF THE GOVT. OF INDIA)

Prof. Shashikant P. Borkar
Advisor (RIFD)

G.E.C., AJMER
Office of Principal
Out. No. 1553.....
Date. 26/8/13.....

Sig. F.No.: 7-430/RIFD/SG/POLICY-1/2013-14
Dated: July 29, 2013

OFFER LETTER

To

THE REGISTRAR/PRINCIPAL/DIRECTOR
ENGINEERING COLLEGE, AJMER, JAIPUR
BEAWER HIGHWAY NH-8 BARLIYA
CIRCLE 305001 Rajasthan

Rakhe
26/8/13

Dr Rakesh Rathi

Sub: Offer of Financial Assistance as grant-in-aid to the proposal submitted under the scheme of "SEMINAR GRANT" to AICTE during the financial year 2013-14.

Sir/Madam,

With reference to the proposal submitted to the Council regarding financial assistance for conducting Seminar Grant, the Council has kindly agreed to offer Rs. 75000/- (**Rupees SeventyFive Thousand Only**) as financial assistance to your institute with the following details:

Name of the Coordinator	:	Dr. RAKESH RATHI
Maximum Amount Offered	:	Rs 75000-
Proposed Date & Duration	:	03.05.2013-04.05.2013
Level of the event	:	National/ International
Venue	:	ENGINEERING COLLEGE, AJMER
Title of the Programme	:	NATIONAL CONFERENCE ON SECURITY IN COMPUTER NETWORKS & DISTRIBUTED SYSTEMS

The said offer is as per the norms & guidelines of the scheme as well as subject to the following terms and conditions:-

1. The Acceptance letter in the prescribed format (enclosed) herewith is required to be submitted within 15 days of the receipts of the offer letter alongwith permission/ clearance of Govt. of India for conducting **National/ International seminar /Symposium/Conference/Workshop**, if required.

Contd....2

Vijay Kumar

-2-

2. As per the guidelines of the scheme 50% of Sanctioned Amount shall be released on receipt of the Acceptance Letter & E-payment details for conducting the event within the stipulated time schedule. However, in the case of the Institutes/ Colleges who have already conducted the event prior to issue of offer letter, no advance payment shall be released. The expenditure account may be submitted within one month of receipts of offer letter for full reimbursement.
3. The grant is intended to cover items of expenditure connected with the Conference/Symposium/Workshop/Seminar such pre-conference expenses, traveling allowance of participants, stationary, secretarial assistance, publications or proceedings, etc.
4. The assistance of the grant-in-aid shall be released only on receipt of the following documents:-
 - (i) Feedback form in the prescribed proforma.
 - (ii) Details of E-Payment.
 - (iii) Original Statement of actual Expenditure & Utilization Certificate in the prescribed proforma duly signed by the Head of the institution and countersigned by **Registrar/Finance Officer/Govt. Auditor**. In case of self-financing/private institutions, Statement of actual Expenditure & Utilization Certificate are required to be audited & signed by a Chartered Accountant (with membership no., full address & stamp). Photocopies of format enclosed.
 - (iv) Copy of the proceedings/ Project completion report.
5. The documents mentioned above must be sent within one month of the completion of the Seminar/Symposium/Conference/Workshop held with approved financial assistance. On receipt of these documents, the total amount of financial assistance admissible as per the norms shall be worked out and grant-in-aid shall be released in favour of the beneficiary institution.
6. Any change in the programme for Seminar/Symposium/Conference/Workshop, Venue date and co-ordinator would require prior approval of the Council, failing which the offer for the grant already issued would be treated as automatically withdrawn and the financial assistance released in favour of the beneficiary (if any) institution shall be refundable forthwith to the Council.
7. The offered amount is debit to the Major Head 037 Scheme of Seminar Grant.
8. The grant is subject to the adjustment on the basis of Utilization Certificate in the prescribed proforma submitted by the University/College/Institution. Further, the accounts of the institute will be open for test check by the Council or Controller & Auditor General of India or any other officer designated by them.
9. The University/College/Institute shall maintain proper accounts of the expenditure out of the Grants which shall be utilized only on the approved items of expenditure.
10. The University/College/Institute shall maintain an audited record of assets acquired wholly or substantially out of the grant and a register of assets shall be maintained by the Institute in the prescribed form i.e., GFR-19.

-3-

11. The University/College/Institute shall follow strictly, all the instructions issued by the Government of India from time to time with regard to reservation of posts for Scheduled Caste and Scheduled Tribes.
12. The University/College/Institute shall fully implement the Official Language of Union Government and comply with the Official Language Act, 1936 and Official language (Use for official purposes of the Union) rules, 1976, etc.

In case the above terms and conditions are acceptable to your Institution and the Convenor, the letter of acceptance may please be sent to the Council within **15 days** from the receipt of this letter.

The above offer letter is subject to submission of AICTE approval letter for the year 2012-13.

The scanned copies of Acceptance letter and AICTE Approval letter for the year 2012-13 which is mandatory may also be sent by e-mail rifd.aicte.india@gmail.com as advance copies.

Kindly mention the **AICTE File No. 7-430/RIFD/SG/POLICY-1/2013-14** in your future correspondence.

Thanking you,

Yours faithfully,



(Shashikant.P.Borkar)
Advisor (RIFD)

Copy forwarded for information and necessary action to:-

1. **Dr.RAKESH RATHI**
COMPUTER ENGINEERING,
ENGINEERING COLLEGE,AJMER,
JAIPUR BEAWER HIGHWAY NH-8
BARLIYA CIRCLE 305001 Rajasthan

2. Guard file.