

BY SPEED POST**1st Installment {Plan, Recurring}
{23 Polytechnics: North Region}**No.F.21-11/2016-TS.IV
Government of India
Ministry of Human Resource Development
(Department of Higher Education)E.Mail: ts4.edu@nic.in
Shastri Bhawan, New Delhi - 110115
Dated the 8th November, 2016

To,

The Principal Accounts Officer,
Principal Accounts Office, M/o Human Resource Development
Department of Higher Education, Shastri Bhawan, New Delhi.Subject: Release of grants to implement the **Scheme of Community Development Through Polytechnics (CDTP)** to selected institutions during the financial year **2016-17** – reg.

Sir,

I am directed to say that the Government of India is providing recurring financial assistance of upto a maximum of ₹.17.00 Lakhs per annum per Polytechnic, for implementing the *Scheme of Community Development Through Polytechnics (CDTP)*, through selected AICTE approved Polytechnics. The *Norms & Guidelines Document* of the *CDTP Scheme* is available at this Department's website


[http://mhrd.gov.in/sites/upload_files/mhrd/files/upload document/Guidelines-CDTP.pdf](http://mhrd.gov.in/sites/upload_files/mhrd/files/upload_document/Guidelines-CDTP.pdf). The grants under the scheme are to be released through concerned State/UT Governments through book transfer/adjustment via RBI for further release of the specified amount to the concerned Polytechnic as per the terms contained in this Ministry's letter No. 21-6/2011-TS-IV dated 11.5.2011 (copy available on web-site).

2. Accordingly, I am directed to convey the sanction of the President of India to the payments of 1st Installment of Recurring Grants-in-aid to the tune of **₹.22,36,000/- (Rupees Twenty Two Lakh Thirty Six Thousand Only)** under Plan, during the **financial year 2016-17**, to the **Secretaries dealing with Technical Education of the 5 (five) States** as per the details given below, for incurring expenditure on implementation of the CDTP Scheme, as per guidelines, at the **23 Polytechnics** mentioned in Para 14 below :-

S.No	Name of the Grantee	(₹. In lakhs)
		Grants-in-aid proposed
1.	Secretary dealing with Technical Education, Himachal Pradesh (3)	2.69
2.	Secretary dealing with Technical Education, Jammu & Kashmir (5)	6.32
3.	Secretary dealing with Technical Education, Punjab (4)	4.13
4.	Secretary dealing with Technical Education, Uttar Pradesh (6)	5.86
5.	Secretary dealing with Technical Education, Uttarakhand (5)	3.36
	Total	22.36

3. The total 1st Installment being released now comes to ₹.2,98,00,000/- (Rupees Two Crore Ninety Eight Lakh Only) consisting of Sanction Nos. 1 of 3 Gen Head-77.50% (₹.2,30,94, 000), 2 of 3 SC Head-15% (₹.44,70,000) and 3 of 3 ST Head-7.50% (₹.22,36,000).

4. To implement the CDTP Scheme, the selected **Polytechnics are eligible for maximum Recurring grants-in-aid of ₹.17.00 lakh per annum**. Release of further Installment will be based on the progress shown by Polytechnic in Scheme's implementation during 2016-17. Therefore the **quarterly progress reports/UCs of previous years etc may please be submitted to concerned NITTTRs within stipulated time**, or else no further grant can be released in 2016-17.


(S. SASHIKUMAR)
Deputy Secretary
Ministry of Human Resource Development
Ministry of H. R. D.
M/o Higher Edn.

5. Grants in aid mentioned in Para 14 below against each Polytechnic shall be utilized for incurring Recurring expenditure as per guidelines of *CDTP Scheme*, by each polytechnic. Accordingly the Technical Education Department of the State is requested to kindly release the amount mentioned against each Polytechnic listed in Para 14 below, immediately on receipt of funds. The State Government may kindly ensure that sanctioned grant are released expeditiously to the above mentioned polytechnics in a time bound manner to enable smooth implementation of the Scheme
6. The grant is being released subject to the conditions enumerated below:-
- i) The Principals of the grantee Institutes may ensure preparation and approval of the Annual Operational Plan (**AoP**) by concerned NITTTRs, as envisaged in the Scheme's *Norms & Guidelines Document* and should ensure that every expenditure incurred under the Scheme is incurred only for the activities/items as per the approved AoP. **The activities under the Scheme should be limited to the extent of grants-in-aid available with the grantee Institution at any given time. The grantee Institution would bear responsibility for any expenditure incurred over and above available grants /limits and Ministry would not ordinarily be liable to reimburse the same, on a routine basis, except as per rules.**
 - ii) The grantee Institutions shall utilize the grants released vide this sanction letter, to implement the *Scheme of Community Development through Polytechnics*, strictly in accordance with the *Salient Features Document* and other Instructions & Guidelines issued by this Ministry from time to time and shall achieve all the targets as per each Institute's approved Annual Operational Plan, as envisaged in the Scheme. Overall responsibility for Scheme's proper implementation rests with the concerned Principal of the Polytechnic. The suggested targets for the major activities of the Scheme are as follows –
 - a) Short term non-formal skill development courses – 600 trainees p.a.
 - b) Technology Transfer activities – 05 Technologies with at least 50 beneficiaries p.a..
 - c) Minimum 5 Technical and Support Services Camps per annum per polytechnic.
 - d) Extension Centres to be established – 05-10 locations.
 - iii) On completion of training courses, the Polytechnic concerned should provide necessary guidance and assistance to the Trainees for their employment/self employment. Towards this end the programmes to be implemented under the Scheme, should be selected after careful assessment of the local needs through need assessment surveys, linkages with local industry etc.
 - iv) All project staff should be engaged only as prescribed in the Scheme's *Salient Features Document* and the Principal of the Polytechnic must make clear to prospective contract employees at every stage of the recruitment, including in Public notices, Interview, contract etc. that the employment offered is purely temporary and under a project, approved for implementation on an annual basis.
 - v) The accounts of the grantee Institutions shall be open to inspection by the sanctioning authority (or it's representative) and audit, both by the Comptroller and Auditor General of India under the provision of CAG (DPC) Act 1971 and internal audit by the Principal Accounts Office of the Ministry, whenever the Institution is called upon to do so;
 - vi) The above Institutes are required to utilize the assets accumulated under the erstwhile *Scheme of Community Polytechnics*, to implement the new Scheme. The grantee Institution shall maintain a year-wise Register of Assets, listing assets acquired with the grants released under the above mentioned Scheme, as well as assets under the old *Scheme of Community Polytechnics*, in the prescribed General Financial Rules, 2005 Form GFR-40 & 41. Assets acquired wholly or substantially out of the grants shall not without the prior sanction of the Government of India, be disposed, encumbered or be utilized for any purpose other than for which it is sanctioned;
 - vii) The institutions shall furnish regularly, **Quarterly Financial Reports**, giving item-wise details of the recurring & Non rec. expenditure incurred, and unspent Recurring and Non-Recurring grants available at the close of the quarter, **to the concerned National Institute of Technical Teachers Training & Research (NITTTR) of their Region, within 10 days of the close of the quarter.**

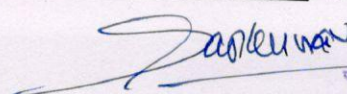


(P. SASHIKUMAR)
 जय प्रकाश/Deputy Secretary
 भारत सरकार/Govt. of India
 मा. उ. वि. भवन/Min. of H. R. D.
 उत्तर शिक्षा विभाग/D/o Higher Edn.
 नई दिल्ली/New Delhi

The Principal of the grantee institution will be responsible for any delay or stoppage in release of recurring grants, if eligible, in subsequent years, due to delay/failure of the Polytechnic to submit the required information, within prescribed time limits;

- viii) The institutions shall furnish a **Half-Yearly Physical Progress Report**, in prescribed format, on the physical progress achieved under the Scheme's activities in the previous Half-Year, **to the concerned NITTTR of their Region.**
- ix) UCs for grants released in 2016-17 will be submitted through/by the respective State/UT Governments. **The UC issued by the State/UT Government may be accompanied by the accounts and physical progress report on utilization of the grant, submitted by the concerned polytechnic (as described in paras x & xi below).** It is requested that the State Government may kindly issue/forward separate UC for each grantee polytechnic mentioned in **Para 14** of this letter, to ensure that release of grants to better performing polytechnics are not held up due to some other polytechnics not submitting UCs on time. **The State Government is required to submit the UC for above grant by the close of financial year (31.03.2017), as per General Financial Rules, 2005 and further recurring grant may be released only after receipt of the UCs of previous year.**
- x) The institutions shall maintain separate subsidiary accounts for the grants received under the above mentioned Scheme and **each grantee shall furnish to the concerned State Government**, latest by 31.03.2017, an **Utilization Certificate (UC)** in the prescribed form GFR-19A, supported by the **Audited Statement of Accounts (SoA)**, in prescribed format, duly signed by the authorized auditor of the institution and countersigned by the Principal/Director of the institution, to the effect that the grant-in-aid (GIA) has been utilized for the purpose for which it was sanctioned. The GIA in respect of the next financial year, if eligible, shall be released only after the Ministry has satisfied itself, that the grantee Institution has properly utilized the grants released.
- xi) At the close of the financial year, each Grantee should also furnish an **Annual Physical Achievement Report (PAR)**, duly signed by the Principal and **to be attached with the UC**, listing the achievements of the previous financial year, under all activities of the Scheme, including therewith, reasons for shortfall, if any, in achieving the targets prescribed in the Annual Operational Plan, and corrective action proposed;
- xii) The Principal/Director of **each grantee Institution should submit, within 10 days of the close of financial year** i.e. 10th April, 2017, a **one page summary report** on the estimated total expenditure in the previous financial year, and the unspent closing balance of grant available as on 31st March 2017, **separately for Recurring & Non Recurring grants. This report must be communicated to the Ministry/concerned NITTTR**, by Fax/Email/Post. The Principal of the grantee institution will be responsible for any delay or stoppage in release of recurring grants, if eligible, in subsequent years, due to delay/failure of the Polytechnic to submit the required information, within prescribed time limits;
- xiii) **The Ministry will be at liberty to blacklist those Institutions, which do not submit the Utilization Certificate within the prescribed time, from any future grant, subsidy or other financial support from Government and also to publish a list of such Institutes on its website;**
- xiv) In future grants will be released to the institute only after they have satisfied this Ministry that adequate provisions for representation of SCs/STs has been made in their constitution and these are being followed in equal practice in filling up of vacancies reserved for SC/ST candidates every year.
- xv) The organization shall fully implement Official Language Policy of the Union Government i.e. the organization shall fully comply with the Official Language Act, 1963 and Official Language (use for the official purposes of the Union) Rules, 1976 etc.

7. **State Governments are requested to kindly put in place a process for quickly disbursing the sanctioned funds to the implementing Polytechnics of the State (as mentioned in para 14), in a time bound manner so that targets under the scheme can be achieved.** If feasible, possibility of


(S. K. SHARMA)
वर्य सचिव/Deputy Secretary
भारत सरकार/Govt. of India
सा. अ. वि. शस्त्रालय/Min. of H. R. D.
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8. All States / UT Governments / 518 Polytechnics implementing the CDTP Scheme are also granted permission to carry forward & utilize the unspent Balance of previous years Recurring & Non Recurring grants lying with them on 01.04.2016, during the current financial year 2016-17, for expenditure relating to CDTP scheme, as per applicable norms/rules.

10. The expenditure on account of the above grant-in-aid is debitable to Demand No. 52 – Department of Higher Education – Major Head “3601”– Grants in aid to State Govt. – 04 – Grants to centrally sponsored plan Schemes – 796 – Tribal Area Sub Plan – 54 – General Education – Other Grants – 01 – Rashtriya Uchcha Shiksha Abhiyan (RUSA) – 54.01.31 – Grants-in-aid General, during current financial year i.e. 2016-17 (**Plan – Recurring**).

12. On receipt of this sanction letter, the Principal Accounts Officer may issue an advice to the Reserve Bank of India (Central Accounts Section), Nagpur for affording credit to the balance of the State Government. The Principal Accounts Officer may forward a copy of the advice to the Accountant General and Finance Department of the State Government as well as Secretary, Technical Education of the State with a copy to the undersigned.

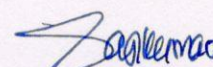
14. The grant mentioned in para 2 above will be released by the concerned State Governments for implementation of the CDP Scheme at the below mentioned polytechnics as per the allocation indicated against the each Polytechnic:-

(पि. एन. वायार)
P. N. KUMAR
वर सचिव / Deputy Secretary
राज्य सरकार / Govt. of India
मंत्रालय, नया दिल्ली / Min. of H. R. D.
एन.टी. रोड, नई दिल्ली / New Delhi Higher Edn.

Sl. No.	Name of Polytechnic	Grant to be Released
Uttar Pradesh (6)		
13.	Govt. Girl's Polytechnic, C.B. Ganj, Bareilly, Uttar Pradesh - 243502	
14.	Govt. Girl's Polytechnic {Old Name/Address Karaundi, Susuwahi}, P.O.Sunderpur, Varanasi, Uttar Pradesh - 221005	0.60 0.90
15.	Shri Anar Devi Khandelwal Mahila Polytechnic, Vrindavan Road, Mathura, Uttar Pradesh - 281001 {Aided}	0.75
16.	DN Polytechnic, Partapur, Delhi Road, Meerut, Uttar Pradesh - 250103	
17.	Govt. Polytechnic, Aira Road, Lakhimpur Kheri, Uttar Pradesh - 262701	1.05
18.	DJ Polytechnic, Badka Marg, Baraut, Bhagpat, Uttar Pradesh - 250611	1.28
Uttarakhand (5)		
19.	Govt. Polytechnic, Kashipur, Udham Singh Nagar, Uttarakhand - 244713	
20.	Govt. Polytechnic, Uttarkashi, Uttarakhand - 249193	0.97
21.	Govt. Polytechnic, Lohaghat, Champawat, Uttarakhand - 262524	0.60
22.	Govt. Polytechnic, Pithhuwala, Shimla Bye Pass Rd., Deharadun, Uttarakhand - 248001	0.52
23.	Govt. Polytechnic {Old Name/District Nainital}, Camp Sitarganj, Shakti Farm, Udham Singh Nagar, Uttarakhand - 262405	0.60 0.67
Total		22.36

15. The grantee is located in concerned circle of accounts.

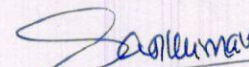
Yours faithfully,



(P. SASIKUMAR)
DEPUTY SECRETARY TO THE GOVERNMENT OF INDIA

Copy to:

- The Secretaries, Dealing with Technical Education, in the concerned States / UTs. with a request to make expenditure of central grants strictly as indicated in the sanction letter and submit the progress report regularly. It is also requested to **strictly release the sanctioned grants to the concerned Polytechnics within 90 days from the release of the funds unless there is any pendency from the side of Polytechnics.**
- Secretary, Finance Department of the concerned States. It is requested that funds released through this sanction letter may be transferred to the Director of Technical Education Department at the earliest for onward release to the concerned polytechnics within 90 days from the release of the funds as mentioned above
- The Director of Tech. Education, of the concerned States.
- The Principal/Director of the concerned institution.
- The Accountant General (A&E) - II, of the concerned States.
- The Director, National Institute of Technical Teachers Training & Research, Chandigarh.
- EC Unit 8. IF.I Section 9. IFD 10. Guard File.



(P. SASIKUMAR)
DEPUTY SECRETARY TO THE GOVERNMENT OF INDIA

(P. SASIKUMAR)
उप सचिव/Deputy Secretary
भारत सरकार/Govt. of India
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