

All communications are to be addressed to the Joint Secretary by designation and not by name



विश्वविद्यालय अनुदान आयोग  
University Grants Commission  
(मानव संसाधन विकास मंत्रालय, भारत सरकार)  
(Ministry of Human Resource Development, Govt of India)  
Eastern Regional Office  
L.B-8, Sector-III, Salt Lake,  
Kolkata-700 098 (West Bengal)  
दूरभाष Phone: (033) 2335 4767/फैक्स Fax: (033) 2335 0586  
ई-मेल Email: ugcero\_kolkata@yahoo.in

No.F. AGW-122/10-11 (ERO)

8<sup>th</sup> November, 2017

To  
The Principal  
Women's Christian College  
6 Greek Church Row,  
Kolkata,  
**West Bengal-700 026.**

**Sub: Settlement of accounts in respect of Additional Grant (Equipment) - regarding.**

Sir/Madam,

This is to bring to your notice that an amount of Rs. 17,77,500/- for Additional Grant (Equipment) was released in favour of your College vide this office sanction letter of even number, dated 14.12.2010 and 13.10.2011 In this context, I am directed to request you to submit the following documents/ information duly complete in all respects:

1. Audited Utilisation Certificate in prescribed proforma (copy enclosed).
2. Audited Statement of Income & Expenditure in prescribed proforma (copy enclosed).
3. Audited List of Equipment in prescribed proforma (copy enclosed).
4. Asset Certificate in prescribed proforma (copy enclosed).

If the above mentioned amount is not utilised fully or partially during Eleventh Plan period/six months (as applicable), please refund the same along with accrued interest (**certificate from the concerned bank should be attached in respect of accrued interest**) through e-mode (RTGS/NEFT) to enable this Office to take further necessary action in the matter:

Details of the Bank account of UGC, ERO are given below:

Name of the Bank : Canara Bank, Salt Lake City Branch, Kolkata  
Account No. : 2549101011380  
Type of Account : Saving  
IFSC Code : CNRB0002549  
MICR Code : 700015036  
Account Holder : University Grants Commission, ERO, Kolkata.

You are also requested to furnish the following information to this office after refund:

| Name of the College | State | File/Sanction letter No. and date | Name of the Scheme | Unspent/ Inadmissible amount (Rs.) | Interest amount (Rs.) | Total amount of refund (Rs.) | Amount refunded on (Date) | RTGS/ NEFT details |
|---------------------|-------|-----------------------------------|--------------------|------------------------------------|-----------------------|------------------------------|---------------------------|--------------------|
|                     |       |                                   |                    |                                    |                       |                              |                           |                    |

Yours sincerely,

*Avtar Singh*

(Avtar Singh)  
Under Secretary

Encl.: As above.