

**CIRCULAR**

Sub: Guidelines - financial assistance - State Plan Funds – conduct of Seminar, Conference, Symposia, Workshop, Training Programmes – **Teaching Departments/Centres** – reg.

Ref: GO(Rt) no.973/2019/Hedn dated 17.06.2019

The Budget of the State Government 2019-20, has earmarked an amount of ₹ 29,00,00,000/- (Rupees twenty nine crores only) for the University of Kerala under the scheme “State Plan Grant”.

As per the GO cited under reference, from the sanctioned total outlay of ₹ 29,00,00,000/- (Rupees twenty nine crores only), an amount of ₹ **1,00,00,000/- (Rupees one crore only)** has been **earmarked for Seminars/Conferences/Workshops** etc., under the Budget Estimates of the University for the year **2019-20**.

All **teaching Departments and Centers** (other than UITs, UIMs, B.Ed. & Engg. Colleges) of the University are therefore directed to **submit their proposals** for Seminars/ Workshops/ Conferences in the **prescribed proforma** to the office of the **Director**, Planning & Development, **on or before 31.08.2019** for utilizing the above mentioned earmarked funds (State Plan) before 31.03.2020. The programmes shall be planned so as to **conduct the same before 31.12.2019** to ensure that, on completion of the programme, the report of the same be submitted to IQAC to include the same in the NAAC reckoning.

The following guidelines shall be strictly adhered to while seeking financial assistance for the conduct of various programmes like Seminars, Conferences, Symposia, Workshops, Training programs by the teaching Departments/Centers of the University with financial assistance under State Plan Funds:

1. The proposals for conducting the various programs, along with the details of the financial assistance for obtaining State Plan Funds, in the prescribed proforma complete in all aspects, shall be submitted to the Director, Planning & Development through the Head of the Department/ Director of the School/ Centre at least two months before the scheduled dates of the program if advance payment is required for the conduct of the same. The Head of the

Department shall certify in the application that the financial assistance received earlier by the organising secretary has been regularised. The proposals of those organising secretaries who are yet to regularise the provisional payment sanctioned to them will not be considered. The **prescribed proforma is uploaded as Annexure I (A) at <https://www.keralauniversity.ac.in/application-forms>.**

2. The details of the P. D. account along with the Bank details and IFS code shall be provided in the application to facilitate electronic transfer of funds that shall be claimed either as provisional payment or as final payment.
3. The details of financial assistance sought from all sources other than the University shall be furnished in the proposal.
4. The detailed item wise estimate of the expenses of the program shall be furnished in the proposal.
5. Prior sanction of the Vice-Chancellor shall be obtained for meeting the airfare, taxi fare from the Seminar Funds, change in dates/ change in the title of the programme, change in duration etc.
6. As per Article 99 of Kerala Financial Code Volume I, it is the responsibility of the official availing the advance **to regularise the same within a period of 90 days from date of receipt of the payment.** Hence, the advance drawn **shall be regularised**, by the **person who receives the financial assistance**, soon after the conduct of the programme within the financial year itself by submitting the detailed statement of expenditure, related bills and vouchers with all due certificates, brief report of the programme conducted and other necessary documents.
7. The detailed brochure of the program shall be included at the time of settlement. The brochure shall contain details of all sponsorships for the program.
8. All the **claims for final payment** shall be submitted at least **two months before the end of the financial year.**
9. The financial assistance released for the program shall remain as personal liability of the the person who receives the financial assistance until the proper regularization/settlement of accounts as per rules.
10. The details including the proceeding of the Seminars/ Workshops/ Conferences shall be published in the official website of the University/Department/Centre (both soft and hard copies of the proceeding be submitted along with the bills and vouchers).

11. The conduct of the programme and utilisation of the allotted financial assistance shall be well planned, organised and executed, since non utilisation of allotted funds results in denial of financial assistance to other deserving departments.

Thiruvananthapuram

01.07.2019

Sd/-

**The Director (P&D)**

To,

The P. R. O. (for publishing in the University of Kerala website)

Email to:

All Heads of Departments/Centers/Department's email  
(Other than UITs, UIMs, B.Ed. & Engg. Colleges)