

**CIRCULAR**

Sub: State Plan Funds - Conduct of Webinars 2021-22–Proposals- **Teaching Departments** –inviting-reg.

Ref: Note dated 26.07.2021 from Planning A1 Section.

As per the note cited under reference, the Government vide G.O.(Rt.) No.823/2021/HEDN dated 21.06.2021, has accorded administrative sanction for the Annual Plan 2021-22 of the University, for a total outlay of ₹26,00,00,000/-(Rupees twenty six crores only). It is noted that from the sanctioned total outlay of ₹ 26,00,00,000/- (Rupees twenty six crores only), an amount of ₹ 1,00,00,000/- (Rupees one crore only) has been allocated for the Scheme-component ‘Seminars and Conferences’ and the same has already been earmarked in the Budget Estimates of the University for the year 2021-22, under the Head of account “Part II-Plan-MH 63-Miscellaneous-7/6061-Seminar/Conference/Short-term courses/Orientation courses (State)”.

All **teaching Departments** (other than UITs, UIMs, B.Ed. & Engg. Colleges) of the University are therefore directed to **submit their proposals for Webinars** in the **prescribed proforma** to the office of the **Director**, Planning & Development, **on or before 30.09.2021** for utilizing the above mentioned earmarked funds (State Plan) before 31.03.2022. The programmes shall be planned so as to **conduct the same before 31.01.2022 and the bills and vouchers for final payment shall be submitted before 01.03.2022.**

The following guidelines shall be strictly adhered to while seeking financial assistance for the conduct of **Webinars** by the teaching Departments 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 before **30.09.2021**. 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 advance sanctioned to them will not be considered. The **prescribed proforma and the detailed Guidelines for the conduct of Webinars is uploaded at <https://www.keralauniversity.ac.in/application-forms> (Annexure I A & I B).**

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 advance 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 change in the title of the programme, change in duration and from the Registrar for rescheduling the date of conduct.

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. All the **claims for final payment** shall be submitted at least **two months before the end of the financial year.**

8. 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.

9. The details including the proceeding/publication of book of the Webinar 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).

10. 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.

11. As this is an online programme refreshment charges shall not be allowed.

Thiruvananthapuram  
16.08.2021

Sd/-  
**The Director (P&D)**

To,

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

Email to:

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