



पुणे विद्यापीठ

महाविद्यालय व विद्यापीठ
विकास मंडळ,
पुणे विद्यापीठ,
पुणे - ०७

दुरध्वनी क्र.
(०२०)२५६०१२६३

संदर्भ क्र. : ओएसडी /बीसीयुडी/११६

दि. १४/०३/२०१३

प्रति,
मा. प्राचार्य / मा. संचालक,
पुणे विद्यापीठ संलग्न महाविद्यालये
व मान्यताप्राप्त शिक्षण संस्था.

विषय : संशोधन प्रकल्प योजना जिल्हानिहाय लेखे शिबीराबाबत....

महोदय,

पुणे विद्यापीठाच्या सर्व संलग्न महाविद्यालयांमध्ये व मान्यता प्राप्त संस्थांमध्ये शैक्षणिक वर्ष २०११-१२ व २०१२-१३ मध्ये अनुदान प्राप्त संशोधन प्रकल्पांचे अंतिम एकुण हिशोब तपासणीसाठी केंद्रिय पद्धतीने लेखे स्विकारण्यासाठी जिल्हानिहाय शिबीर माहे एप्रिल २०१३ आयोजित करण्यात येत आहे. तरी सदर जिल्हानिहाय लेखे शिबीराचे संक्षिप्त वेळापत्रक लवकरच कळविण्यात येईल.

सदर शिबीरास येताना सोबत सन २०११-१२ व २०१२-१३ ह्या कालावधीतील प्रकल्प मान्यता पत्र व प्रत्यक्षात अनुदान मिळाल्याचा चेक नंबर व रक्कम रुपये व रक्कम रुपये, लेखा प्रमाणपत्र (Audit Statement), मुळ देयके, Innovation -२०१३ चे प्रमाणपत्र आणणे आवश्यक आहे. एकुण हिशोब सनदी लेखा पाल (Chartered Accountant) यांच्याकडून तपासून लेखा प्रमाणपत्रासह सादर करावा. उपकरणे, साधने यांची Stock Entry, पुस्तकांच्या ग्रंथालयातील नोंदीचा पुरावा व सर्व कागदपत्रांवर मा.प्राचार्यांची सही आवश्यक आहे. हिशोब सादर करताना सोबत जोडलेल्या नमुन्यांत (Annexure I - VI) सादर करण्यात यावा. तसेच सन २०११-१२ मध्ये अनुदान प्राप्त संशोधन प्राध्यापकांनी त्यांच्या संशोधन प्रकल्प अहवालाची (Research Project Report) ची एक प्रत Hard Bound Copy with Embossing स्वरूपात व एक Soft Copy जमा करणे आवश्यक आहे.

या नंतर पुन्हा २०११-१२ मध्ये मान्यता मिळालेल्या संशोधन प्रकल्पांच्या हिशोब तपासणीसाठी केंद्रिय पद्धतीने लेखे शिबीर आयोजित केले जाणार नाही.

सदर संशोधन प्रकल्प व त्यावरील खर्चचे हिशोब केंद्रिय लेखे शिबीरा दरम्यान सादर न झाल्यास सन २०१३-२०१४ मध्ये दिल्या जाणाऱ्या नविन संशोधन प्रकल्पांच्या संबंधित महाविद्यालयातील संशोधक प्राध्यापक अनुदानास पात्र राहणार नाही याची कृपया नोंद घ्यावी.

कळावे,

डॉ. रविंद्र जायभाये
विशेष कार्याधिकारी, म. वि. वि. मं.

सुचना: Innovation परिशदा केंद्रिय हिशोब शिबीरा पूर्वी आयोजित केल्याजातील.

UNIVERSITY OF PUNE, PUNE
Check List for Research Grant Camp

Sr. No.	Particular	Status (Yes / No)
1	College Covering Letter	
2	Research Grant Proposal Copy	
3	Research Grant Sanction Letter	
4	Acceptance Letter	
5	Two years Budget Copy	
6	First & Second Year Installment Letter	
7	Utilization Certificate	
8	Income & Expenditure Statement	
9	Equipments (Annexure – I)	
10	Books & Journals (Annexure – II)	
11	Chemical & Consumables (Annexure – III)	
12	Hiring Services (Annexure – IV)	
13	Field Work & Travel (Annexure – V)	
14	Contingency (Annexure – VI)	
15	Innovation Certificate Xerox Copy	
16	Progress Report (For 1 st Year) / Final Report (For 2 nd Year) Submitted	

Name & Sign. Of
Prin. Investigator

Name & Sign. Of
ARC

Name & Sign. Of
Principal

Sr. No.	Name	Contact No.	Email ID
1	Name of the Principal		
2	Name of the ARC		
3	Name of Prin. Investigator		

UTILISATION CERTIFICATE

Certified that the accounts of the _____
College in respect of _____ Research
Project of _____, Principal Investigator (P.I.) have been audited by
me with reference to the Vouchers, books of accounts, norms of expenditure and
relevant guidelines there to. The Statement of expenditure of Research Project duly
signed by me is enclosed, for the year 20__ – 20__.

1. It is hereby certified that the total grants of Rs. _____ /- has been
sanctioned to the Principal Investigator (P.I.)
2. The P.I. has received Rs. _____ /- towards the 1st / 2nd Installment.
3. The P.I. has incurred the total expenditure of Rs. _____ /- for the Research
Project against 1st / 2nd Installment.

The Original Vouchers and stamped receipts for the above mentioned statement of
Accounts are retained in College / Institute office and will be made available to
University as when required.

Date:

Place:

**Name & Sign. of
Prin. Investigator**

College Seal

Name & Sign. of Principal

**Chartered Accountant
Sign., Seal & Regn. No.**

STATEMENT OF EXPENDITURE

Name of the College : _____

Name of the Principal Investigator : _____

A) RECEIPT: -

Total grants Sanction for Two years Rs. _____

Research Grant received Rs. _____ /- towards the 1st / 2nd Installment from

University of Pune Vide letter no. _____ Dated _____

Ch. No. _____ Date _____ Amount Rs. _____

B) EXPENDITURE :

Sr. No.	Particulars	Budget Provision	Exp. Amt. in Rs.
1	Equipments (Annexure – I)		
2	Books & Journals (Annexure – II)		
3	Chemical & Consumables (Annexure – III)		
4	Hiring Services (Annexure – IV)		
5	Field Work & Travel (Annexure – V)		
6	Contingency (Annexure – VI)		
	TOTAL		

C) Unspent Balance / (-) Excess Expenditure Rs. _____.

**Name & Sign. of
Prin. Investigator**

College Seal

Name & Sign. of Principal

**Chartered Accountant
Sign., Seal & Regn. No.**

University of Pune
Research Grant (1st Year)

Name of the College	
Name of the Principal Investigator & Contact No. Email ID :	Name :
	Mob. No.
Name of the ARC & Contact No. Email ID :	Name :
	Mob. No.
Sanction Year	
A) Sanctioned Amount (For 2 Years)	Rs.
B) 1st Installment Amount (50%)	Rs.
Cheque No. & Date	
C) Exp. Incurred against 1st Installment	Rs.
D) Balance Amount (A - B)	Rs.
E) 2nd Installment Amount (70% on D)	Rs.
F) Released of 2nd Installment Amount (E - D) (After Submission of Progress Report)	Rs.
Progress Report Submitted	Yes / No
Remark : -	

Name & Sign. of
Principal Investigator

Name & Sign. of
ARC

Name & Sign.

University of Pune
Research Grant (2nd Year)

Name of the College	
Name of the Principal Investigator & Contact No. Email ID : -	Name :
	Mob. No.
Name of the ARC & Contact No. Email ID : -	Name :
	Mob. No.
Sanction Year	
A) Sanctioned Amount (For 2 Years)	Rs.
B) 1st Installment Amount (50%)	Rs.
Cheque No. & Date	
C) Exp. Incurred against 1st Installment	Rs.
D) Balance Amount (A - B)	Rs.
E) 2nd Installment Amount (70% on D)	Rs.
Cheque No.& Date	
F) Exp. Incurred against 2nd Installment	Rs.
G) Final Expenditure (C + F)	Rs.
H) Total Paid (B + E)	Rs.
I) 3rd Install. Amount /Recovery Amount (G - H) / (H - G)	Rs.
Final Report Submitted	Yes / No
Remark : -	

Name & Sign. of
Principal Investigator

Name & Sign. of
ARC

Name & Sign.

EQUIPMENTS

Sr. No.	Name of the Supplier	Particulars	Bill No.	Bill Date	Amt. in Rs.
1					
2					
3					
4					
5					
6					
7					
8					
10					
	TOTAL				

Name & Sign. of Prin. Investigator

Name & Sign. of A.R.C.

Name & Sign. of Principal
(Seal)

BOOKS & JOURNALS

Sr. No.	Name of the Supplier	Particulars	Bill No.	Bill Date	Amt. in Rs.
1					
2					
3					
4					
5					
6					
7					
8					
10					
	TOTAL				

Name & Sign. of Prin. Investigator

Name & Sign. of A.R.C.

Name & Sign. of Principal
(Seal)

CHEMICAL & CONSUMABLES

Sr. No.	Name of the Supplier	Particulars	Bill No.	Bill Date	Amt. in Rs.
1					
2					
3					
4					
5					
6					
7					
8					
10					
	TOTAL				

Name & Sign. of Prin. Investigator

Name & Sign. of A.R.C.

Name & Sign. of Principal
(Seal)

HIRING SERVICES

Sr. No.	Name of the Supplier	Particulars	Bill No.	Bill Date	Amt. in Rs.
1					
2					
3					
4					
5					
6					
7					
8					
10					
	TOTAL				

Brief Description about the work : -

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Name & Sign. of Prin. Investigator

Name & Sign. of A.R.C.

Name & Sign. of Principal
(Seal)

FIELD WORK & TRAVEL EXPENDITURE FOR PRIN. INVESTIGATOR

(Amt. in Rs.)

Sr. No.	Name	Place	Mode of Journey	Date of Journey	TA	DA	Total
1							
2							
3							
4							
5							
6							
7							
8							
10							
	TOTAL						

Brief Description about the work : -

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Name & Sign. of Prin. Investigator

Name & Sign. of A.R.C.

Name & Sign. of Principal
(Seal)

CONTINGENCY

Sr. No.	Name of the Supplier	Particulars	Bill No.	Bill Date	Amt. in Rs.
1					
2					
3					
4					
5					
6					
7					
8					
10					
	TOTAL				

Name & Sign. of Prin. Investigator

Name & Sign. of A.R.C.

Name & Sign. of Principal
(Seal)