

#### Farooq Ahmad Khanday <a href="mailto:rarooqkhanday@kashmiruniversity.ac.in">rarooqkhanday@kashmiruniversity.ac.in</a>

### **ANRF-Notification**

1 message

ANRF\_Administrator@anrfonline.in <ANRF\_Administrator@anrfonline.in>

Mon, Mar 3, 2025 at 12:05

To: support@anrfonline.in

# **Anusandhan National Research Foundation**

### Closure acknowledgement to the Convener / Pl

Anusandhan National Research Foundation (ANRF)

(A statutory body created by an Act of Parliament - ANRF Act, 2023)

**ANRF** 

3rd & 4th Floor, Block II

Technology Bhavan, New Mehrauli Road

New Delhi - 110016

File Number: EMR/2016/007125

Dated: 03-Mar-2025

Subject: Project titled " Development of Integrable, Electronically tunable Fractional-order Capacitance (Fractance) and its applications "

Dear Dr. FAROOQ AHMAD KHANDAY

Anusandhan National Research Foundation has received the required financial documents and closure report of the above-cited project and the same have been accepted. Hence, this file is closed officially. The Closure report i.e. the research work carried out in the project was graded as "Very Good".

Yours sincerely,

(Dr. Anima Johari)

Scientist E

Ph.

Email: anima.j@anrf.gov.in

Dr. FAROOQ AHMAD KHANDAY

Kashmir University, Hazratbal Rd, Hazaratbal, Srinagar, Jk, Srinagar, Jammu And Kashmir-190006

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# REQUEST FOR ANNUAL INSTALMENT WITH UP-TO-DATE STATEMENT OF EXPENDITURE

1. SERB Sanction Order No and date : EMR/2016/007125 Date: 26-07-2017

2. Name of the PI : Dr. Farooq Ahmad Khanday

3. Total Project Cost : Rs. 53,94,928.00

4. Revised Project Cost : Rs. Nil (if applicable)

5. Date of Commencement : 24<sup>th</sup> -August-2017

6. Statement of Expenditure : 2020-21 (Month wise expenditure incurred during current financial year)

Month & year	Expenditure incurred/ committed
1st April 2020 To 33rd August 2020	Rs. 6,12,821.00

1. Grant received in each year:

a. 1st Year : Rs. 31,68,080.00
b. 2nd Year : Rs. 7,00,000.00
c. 3rd Year : Rs. 9,50,000.00
d. Interest, if any : Rs. 1,34,594.00
e. Total (a+b+c+d) : Rs. 49,52,674.00

Dr. Faroog Chimad Khanday
Principal Internation
SERC. Dest Control
SER

### Statement of Expenditure

(Submitted for the financial year 1st April 2020 to 23rd August of that financial year 2020-21)

		Total	al Funds				Expenditur	e Incur	red													
S.NO	Sanctioned Heads	All (Ir Sanc	located ndicate ctioned or	(I Aug	lst Year OOS*24th just 2017 To March 2018)	(1s	2nd Year t April 2018 31st March 2019)	(1st Ap	d Year oril 2019 To (arch 2020)	(1st Apr 23rd	Year ril 2020To August 020)	Tota	al Expenditure Incurred		Balance as on 23rd August 2020						irement of Funds	Remarks
I	п		m		IV		v		VI	1,	VII	VII	I=IV+V+VI+V II	IX	=III-VIII		x	XI				
1	Manpower	₹ 2	2,246,400.00	₹	327,096.00	₹	720,000.00	₹	720,232.00	₹ .4	138,791.00	12	2,206,119.00	₹	40,281.00	₹	359,023.00	The arrears on account of enhancement in salary for JRF's as applicable from Jan 2019 as per Order SR/S9/Z-08/2018 issued by DST, Ministry of Science and Technology, GOI (@ Rs. 35960/month for first two years and @ Rs. 40600/month for last year). The duly signed due-drawn statement for this purpose has already been submitted on the portal.				
2	Consumables	7	190,000.00	7	30,000.00	3	68,890.00	7	37,445.00	10.	50,158.00	₹	186,493.00	₹	3,507.00	₹	26,493.00	-				
2	Travel	7	150,000.00		37,000.00		48,365.00	-	43,155.00	-	16,990.00	₹	145,510.00	₹	4,490.00	₹	13,510.00					
3	Contingencies	2	150,000.00	_	49,849.00	_	64,796.00	₹	23,089.00	_	11,244.00	₹	148,978.00	₹	1,022.00	₹	3,978.00					
5	Others, if any	7	150,000.00	9	45,045.00	7	-	₹	-					₹		₹						
6	Equipment	₹ 2	2,168,080.00	₹		₹	2,125,500.00	₹		₹		₹	2,125,500.00	-		₹	SV.	The balance amount has been refunded to the SERB.				
7	Overhead	₹	490,448.00	₹	163,000.00	₹	175,000.00	₹	56,810.00	₹0/	95,638.00	17	490,448.00	₹		₹	95,638.00					
8	Total	₹ 5	5,394,928.00	₹	606,945.00	₹	3,202,551.00	₹	880,731.00	7	612,821.00	₹	5,303,048.00	7	49,300.00	₹	498,642.00					

Note: the above statement includes the committed expenditure for the period 1st april 2020 to 23rd august 2020 towards manpower of Rs. 4,38,791/- (includes the areas of Mr. Mujtaba kathjoo of Rs. 59,392/- and Mr Gul Faroz Ahmad Malik of Rs. 60,741/- Satement enclosed), Consumables Rs. 50,158/-, Travel Rs. 16,990/-, Contingencies Rs. 11,244/- and overhead Rs. 95,638/-

\* DOS - Date of Start of project : 24th August 2017

(scounts)

1. Expenditure under the sanctioned heads, at any point of time, should not exceed funds allocated under that head, without prior approval of SERB i.e. Figures in Column (VIII) should not exceed corresponding figures in Column (III).

2. Utilization Certificate (Annexure III) for each financial year ending 31<sup>st</sup> March has to be enclosed along with request for carry-forward permission to the next financial year.

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## NON RECURRING

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[(See Rule 238 (1))]

# UTILIZATION CERTIFICATE (UC) FOR THE YEAR 2020

in respect of NON-RECURRING

as on 23rd August 2020 submitted to SERB

the UC is (Audited)

(Submitted for the financial year from 1st April 2020 to 23rd August 2020)

- 1. Name of the grant receiving Organization: University of Kashmir, Srinagar
- 2. Name of Principal Investigator(PI): Dr. Farooq Ahmad Khanday
- 3. SERB Sanction order no. & date: No. EMR/2016/007125 Dated- 26-07-2017
- 4. Title of the Project: "Development of Integrable, Electronically tunable Fractional-order Capacitance (Fractance) and its applications"
- 5. Name of the SERB Scheme: EMR
- 6. Whether recurring or non-recurring grants: Non Recurring
- 7. Grants position at the beginning of the Financial year (Grants released by SERB)
  - (i) Cash In Hand/Bank / Carry forward from previous financial year: Rs. Nil
  - (ii) Others, If any: Rs. Nil
  - (iii) Total: Rs. Nil

8. Details of grants received, expenditure incurred and closing balances: (Actuals)

Unspent Balance of Grants received previous years [figure as at Sl. No. 7(iii)]	Earned During the	Interest deposited back to the SERB	Grants receive	ed during th	e year	Total Available Funds (1+2-3+4)	Expenditure incurred (Including Committed Expenditure)	Closing Balances (5-6)
1	2	3, 4				5	6	7
		1	Sanction No.	Date (ii)	Amount (iii)			
	-		EMR/2016/007125	-	-			2

Component wise utilization of grants:

Grant-in-aid- creation for assets	Total
= 1 a 1 a 1 a 1 a 1 a 1 a 1 a 1 a 1 a 1	-

Details of grants position at the end of the year

Cash in Hand/ Bank

: Rs. Nil

Refund to SERB, if any (ii)

: Rs. Nil

(iii) Balance (Carry forward to next financial year 2020-21) : Rs.

Signature with Seal : Co Name: .. Chief Finance Officer

Signature with Seal.....

Name:

Head of Organisation ersity of Kashm Dean h

Signature of Chartered Accountant

## NON RECURRING

GFR 12 - A

[(See Rule 238 (1))]

# UTILIZATION CERTIFICATE (UC) FOR THE YEAR 2020

in respect of NON-RECURRING

as on 23rd August 2020 submitted to SERB

the UC is (Audited)

(Submitted for the financial year from 1st April 2020 to 23rd August 2020)

Certified that I have satisfied that the conditions on which grants were sanctioned have been duly fulfilled/are being fulfilled and that I have exercised following checks to see that the money has been actually utilized for the purpose for which it was sanctioned:

- The main accounts and other subsidiary accounts and registers (including assets registers) are maintained as prescribed in the relevant Act/Rules/Standing instructions (mention the Act/Rules) and have been duly audited by designated auditors. The figures depicted above tally with the audited figures mentioned in financial statements/accounts.
- (ii) There exist internal controls for safeguarding public funds/assets, watching outcomes and achievements of physical targets against the financial inputs, ensuring quality in asset creation etc. & the periodic evaluation of internal controls is exercised to ensure their effectiveness.
- (iii) To the best of our knowledge and belief, no transactions have been entered that are in violation of relevant Act/Rules/standing instructions and scheme guidelines.
- (iv) The responsibilities among the key functionaries for execution of the scheme have been assigned in clear terms and are not general in nature.
- The benefits were extended to the intended beneficiaries and only such areas/districts were covered where the scheme was intended to operate.
- (vi) The expenditure on various components of the scheme was in the proportions authorized as per the scheme guidelines and terms and conditions of the grants-in-aid.
- (vii) It has been ensured that the physical and financial performance under "EMR" (Name of the scheme has been according to the requirements, as prescribed in the guidelines issued by Govt. of India and the performance/targets achieved statement for the year to which the utilization of the fund resulted in outcomes given at Annexure- I duly enclosed.
- (viii) The utilization of the fund resulted in outcomes given at Annexure II duly enclosed (to be formulated by the Ministry/Department concerned as per their requirements/specifications.)
- (ix) Details of various schemes executed by the agency through grants-in-aid received from the same Ministry or from other Ministries are enclosed at Annexure -II (to be formulated by the Ministry/Department concerned as per their Requirements /specifications).

Date: 24-0/-2 Place: Srinagar

Chief Finance Officer (Head of Finan

hitrid,

Signature with Seal..... Name:

Head of Organisation ersity of Kashmir

Signature of Chartered Accountant

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tered Ac

# RECURRING

GFR 12 - A

[(See Rule 238 (1))]

### UTILIZATION CERTIFICATE (UC) FOR THE YEAR 2020 in respect of RECURRING

as on 23rd August 2020 submitted to SERB

the UC is (Audited)

(Submitted for the financial year from 1st April 2020 to 23rd August 2020)

- 1. Name of the grant receiving Organization: University of Kashmir, Srinagar
- 2. Name of Principal Investigator(PI): Dr. Farooq Ahmad Khanday
- 3. SERB Sanction order no. & date: No. EMR/2016/007125 Dated- 26-07-2017
- 4. Title of the Project: "Development of Integrable, Electronically tunable Fractional-order Capacitance (Fractance) and its applications"
- 5. Name of the SERB Scheme: EMR
- 6. Whether recurring or non-recurring grants: Recurring
- 7. Grants position at the beginning of the Financial year (Grants released by SERB)
  - (i) Cash In Hand/Bank / Carry forward from previous financial year: Rs. 1,54,489.00
  - (ii) Others, If any: Rs. Nil
  - (iii) Total: Rs. 1,54,489.00

8. Details of grants received, expenditure incurred and closing balances: (Actuals)

		,	Sanction No. (i) EMR/2016/007125	Date (ii)	Amount (iii)	1,58,895.00	6,12,821.00	
1	2	3		4		5	6	7
Unspent Balance of Grants received previous years [figure as at Sl. No. 7(iii)] *	Interest Earned During the period	Interest deposited back to the SERB	Grants receive	ed during th	ne year	Total Available Funds (1+2-3+4)	Expenditure incurred (Including Committed Expenditure)	Closing Balances (5-6)

Component wise utilization of grants:

Grant-in-aid- General	Total
6,12,821.00	6,12,821.00

Details of grants position at the end of the year

Cash in Hand/ Bank (i)

: Rs. (-4,53,926.00)

(ii) Refund to SERB, if any : Rs. Nil

Balance (Carry forward to next financial year 2020-21): Rs. (-4,53,926.00)

Signature SERE. DST PROJ EMR/ 2016/ 007125

Signature with Staling noe...

Chief Hinau Coffice

Signature

Name: ..... Head of Organisation ersity of K

Signature of

Chartered Accountant

## RECURRING

GFR 12 - A

[(See Rule 238 (1))]

# UTILIZATION CERTIFICATE (UC) FOR THE YEAR 2020

in respect of RECURRING

as on 23rd August 2020 submitted to SERB

the UC is (Audited)

(Submitted for the financial year from 1st April 2020 to 23rd August 2020)

Certified that I have satisfied that the conditions on which grants were sanctioned have been duly fulfilled/are being fulfilled and that I have exercised following checks to see that the money has been actually utilized for the purpose for which it was sanctioned:

- The main accounts and other subsidiary accounts and registers (including assets registers) are maintained as prescribed in the relevant Act/Rules/Standing instructions (mention the Act/Rules) and have been duly audited by designated auditors. The figures depicted above tally with the audited figures mentioned in financial statements/accounts.
- There exist internal controls for safeguarding public funds/assets, watching outcomes and achievements of physical targets against the financial inputs, ensuring quality in asset creation etc. & the periodic evaluation of internal controls is exercised to ensure their effectiveness.
- (iii) To the best of our knowledge and belief, no transactions have been entered that are in violation of relevant Act/Rules/standing instructions and scheme guidelines.
- (iv) The responsibilities among the key functionaries for execution of the scheme have been assigned in clear terms and are not general in nature.
- (v) The benefits were extended to the intended beneficiaries and only such areas/districts were covered where the scheme was intended to operate.
- (vi) The expenditure on various components of the scheme was in the proportions authorized as per the scheme guidelines and terms and conditions of the grants-in-aid.
- (vii) It has been ensured that the physical and financial performance under "EMR" (Name of the scheme has been according to the requirements, as prescribed in the guidelines issued by Govt. of India and the performance/targets achieved statement for the year to which the utilization of the fund resulted in outcomes given at Annexure- I duly enclosed.
- (viii) The utilization of the fund resulted in outcomes given at Annexure II duly enclosed (to be formulated by the Ministry/Department concerned as per their requirements/specifications.)
- (ix) Details of various schemes executed by the agency through grants-in-aid received from the same Ministry or from other Ministries are enclosed at Annexure -II (to be formulated by the Ministry/Department concerned as per their Requirements /specifications).

Date: 27-01-2021

Place: Srinagar

EMR/ 2016/

Signature with Namere CO

Chief Finance Office Links) H (Head of Finance Xashmim Sgr.

Signature with Seal. Name: .....

Head of Organisation

Dean Research

Alversity of Kashmir

Signature of Chartered Accountant



## GFR 12 - A

[(See Rule 238 (1)]

# FORM OF UTILIZATION CERTIFICATE FOR AUTONOMOUS BODIES OF THE GRANTEE ORGANIZATION

PROVISIONAL UTILIZATION CERTIFICATE FOR THE PERIOD OF 61-04-2024 TO 30-09-2024 in respect of non-recurring

GRANTS-IN-AID/SALARIES/CREATION OF CAPITAL ASSETS

- Name of the Project /Scheme: "Design and Implementation of novel hybrid Watermarking algorithms, for copyright protections of Cultural Artefacts, with special reference to IPR protections of Kashmiri Folk Songs and Heritage Imagery"
- 2. Whether recurring or non-recurring grants. Recurring
- 3. Grants position at the beginning of the Financial year

(i) Cash in Hand/Bank: Rs. 2,67,448.00

(ii) Unadjusted advances: Rs. Nil

4. Total: Rs. 2,67,448.00

5. Details of grants received, expenditure incurred and closing balances:(Actual)

Unspent Balances of Grants received years [figure as at Sl. No. 3 (iii)]	Interest Earned thereon	Interest deposited back to the Govern- ment	Grant rec	eived during	the year	Total Available funds (1+2- 3+4)	Expenditure incurred	Closing Balances (5-6)
	2	3		4		5	6	7
			Sanction	Date	Amount			
			No. (i)	(ii)	(iii)			
2,67,448.00	75		DST/TDT/ SHRI- 33/2018(G)		2,67,448.00	2,67,448.00	1,04,622.00	1,62,826.00

Component wise utilization of grants:

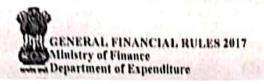
Grant-in-aid- Salary	Grant-in-aid-creation of capital assets	Total
-	-	1,04,622.00
	Grant-in-aid- Salary	Salary of capital assets

Details of grants position at the end of the year

(i) Cash in Hand/Bank: Rs. 1,62,826.00

(ii) Unadjusted Advances : Rs. Nil

(iii) Total: Rs. 1,62,826.00



Certified that I have satisfied myself that the conditions on which grants were sanctioned have been duly fulfilled/are being fulfilled and that I have exercised following checks to see that the money has been actually utilized for the purpose for which it was sanctioned:

- (i) The main accounts and other subsidiary accounts and registers (including assets registers) are maintained as prescribed in the relevant Act/Rules/Standing instructions (mention the Act/Rules) and have been duly audited by designated auditors. The figures depicted above tally with the audited figures mentioned in financial statements/accounts.
- (ii) There exist internal controls for safeguarding public funds/assets, watching outcomes and achievements of physical targets against the financial inputs, ensuring quality in asset creation etc.& the periodic evaluation of internal controls is exercised to ensure their effectiveness.
- (iii) To the best of our knowledge and belief, no transactions have been entered that are in violation of relevant Act/Rules/standing instructions and scheme guidelines.
- (iv) The responsibilities among the key functionaries for execution of the scheme have been assigned in clear terms and are not general in nature.
- (v) The benefits were extended to the intended beneficiaries and only such areas/districts were covered where the scheme was intended to operate.
- (vi) The expenditure on various components of the scheme was in the proportions authorized as per the scheme guidelines and terms and conditions of the grants-in-aid.
- (vii) It has been ensured that the physical and financial performance "Design and Implementation of novel hybrid Watermarking algorithms, for copyright protections of Cultural Artefacts, with special reference to IPR protections of Kashmiri Folk Songs and Heritage Imagery" (name of the scheme/Project has been according to the requirements, as prescribed in the guidelines issued by Govt, of India and the performance/targets achieved statement for the year to which the utilization of the fund resulted in outcomes given at Annexure—I duly enclosed.
- (viii) The utilization of the fund resulted in outcomes given at Annexure-II duly enclosed (to be formulated by the Ministry/Department concerned as per their requirements/specifications.)
- (ix) Details of various schemes executed by the agency through grants-in-aid received from the same Ministry or from other Ministries are enclosed at Annexure-II (to be formulated by the Ministry/Department concerned as per their requirements /specifications).

Date:

Place: Srinagar

Signature

Name

Chattinonee Office Or Alex

The University of Kashmin

Dr. Shabin A. Parah Principal Investigato

Principal Investigato

Signature

1 Name

Allead of the Organization

Chartered Accountant





# GFR 12 - A

[(See Rule 238 (1)]

# FORM OF UTILIZATION CERTIFICATE FOR AUTONOMOUS BODIES OF THE GRANTEE ORGANIZATION

PROVISIONAL UTILIZATION CERTIFICATE FOR THE PERIOD OF 01-04-2024 TO 30-09-2024 in respect of non-recurring

# GRANTS-IN-AID/SALARIES/CREATION OF CAPITAL ASSETS

- Name of the Project /Scheme: "Design and Implementation of novel hybrid Watermarking algorithms, for copyright protections of Cultural Artefacts, with special reference to IPR protections of Kashmiri Folk Songs and Heritage Imagery"
- 2. Whether recurring or non-recurring grants. Non Recurring
- 3. Grants position at the beginning of the Financial year
  - (i) Cash in Hand/Bank: Rs. Nil
  - (ii) Unadjusted advances: Rs. Nil
- 4. Total: Rs. Nil
- 5. Details of grants received, expenditure incurred and closing balances:(Actual)

Unspent Balances of Grants received years [figure as at Sl. No. 3 (iii)]	Interest Earned thereon	Interest deposited back to the Govern- ment	Grant rece	ived during	the year	Total Available funds (1+2- 3+4)	Expenditure incurred	Closing Balances (5-6)
1	2	3		4		5	6	7
			Sanction	Date	Amount			
III			No. (i)	(ii)	(iii)			
	-	-	DST/TDT/ SHRI- 33/2018(G)		-		-	-

Component wise utilization of grants:

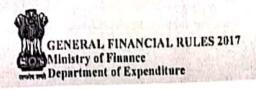
Grant-in-aid- General	Grant-in-aid- Salary	Grant-in-aid-creation of capital assets	Total
-	-		· ·

Details of grants position at the end of the year

(i) Cash in Hand/Bank : Rs. Nil

(ii) Unadjusted Advances : Rs. Nil

(iii) Total: Rs. Nil



Certified that I have satisfied myself that the conditions on which grants were sanctioned have been duly fulfilled/are being fulfilled and that I have exercised following checks to see that the money has been actually utilized for the purpose for which it was sanctioned:

- (i) The main accounts and other subsidiary accounts and registers (including assets registers) are maintained as prescribed in the relevant Act/Rules/Standing instructions (mention the Act/Rules) and have been duly audited by designated auditors. The figures depicted above tally with the audited figures mentioned in financial statements/accounts.
- (ii) There exist internal controls for safeguarding public funds/assets, watching outcomes and achievements of physical targets against the financial inputs, ensuring quality in asset creation etc.& the periodic evaluation of internal controls is exercised to ensure their effectiveness.
- (iii) To the best of our knowledge and belief, no transactions have been entered that are in violation of relevant Act/Rules/standing instructions and scheme guidelines.
- (iv) The responsibilities among the key functionaries for execution of the scheme have been assigned in clear terms and are not general in nature.
- (v) The benefits were extended to the intended beneficiaries and only such areas/districts were covered where the scheme was intended to operate.
- (vi) The expenditure on various components of the scheme was in the proportions authorized as per the scheme guidelines and terms and conditions of the grants-in-aid.
- (vii) It has been ensured that the physical and financial performance "Design and Implementation of novel hybrid Watermarking algorithms, for copyright protections of Cultural Artefacts, with special reference to IPR Protections of Kashmiri Folk Songs and Heritage Imagery" (name of the scheme/Project has been according to the requirements, as prescribed in the guidelines issued by Govt, of India and the performance/targets achieved statement for the year to which the utilization of the fund resulted in outcomes given at Annexure—I duly enclosed.
- (viii)The utilization of the fund resulted in outcomes given at Annexure-II duly enclosed (to be formulated by the Ministry/Department concerned as per their requirements/specifications.)
- (ix) Details of various schemes executed by the agency through grants-in-aid received from the same Ministry or from other Ministries are enclosed at Annexure-II (to be formulated by the Ministry/Department concerned as per their requirements /specifications).

Date:

Place: Srinagar

Signature

Chief Finance Office

Chief Accounts Officer

Dr. Shabir A. Parah

Principal Investigator

Principal Investigator

Signature

1 Name

Head of the Organization

Chartered Accounts

# PROVISIONAL STATEMENT OF EXPENDITURE FOR THE PERIOD FROM 01.04.2024 TO 30.09.2024 (Audited.)

2nd Year		44,82,670.00 ₹ 1,62,826.00		₹ 1,04,622.00 ₹	₹ 6,52,194.00 ₹	₹ 3,28,120.00 ₹	₹ 32,50,617.00 ₹	1,47,117.00	57,05,112.00 ₹ 46,45,496.00 ₹ 1,47,117.00 ₹	₹ 57,05,112.00	Grand Total	
2nd Year											Interest	9
2nd Year   3rd Year   4th Year   (1st April 2021 To (1st April 2023 To (1st April 2024 To 3) th March 2022)   31st March 2023)   31st March 2024   30th September 2024   (1n Rs.)   (1n Rs.)			29,21,095.00		•	2,24,000.00	26,97,095.00		29,67,052.00 ₹ 29,21,095.00 ₹	29,67,052.00	Equipment	∞
2nd Year   3rd Year   4th Year   (1st April 2021 To (1st April 2023 To (1st April 2023 To (1st April 2023 To (1st April 2023 To (1st April 2024 To 3) th March 2022)   31st March 2023)   31st March 2024   30th September 2024   (1n Rs.)   (1n			T 15,61,575,00	T 1,04,622.00	₹ 6,52,194.00	7 1,04,120.00	\$ \$,53,522.00	7 1,47,117.00	₹ 17,24,401.00	₹ 27,38,060.00	Total	
2nd Year   3rd Year   4th Year   (1st April 2021 To (1st April 2023 To (1st April 2023 To (1st April 2024 To 3)th March 2023)   (1st April 2023 To (1st April 2024 To 3)th March 2024   30th September 2024   (1st April 2023)   (1st April 2023)   (1st April 2024)   (1st April 2024 To 3)th March 2024   (1st April 2024 To 4)   (1st April 2024			1,28,244 00		₹ 68,122.00			60,122.00	1,28,244 00	₹ 2,02,820.00	Overheads	7
2nd Year   3rd Year   4th Year   (1st April 2021 To (1st April 2023 To (1st April 2023 To (1st April 2023 To (1st April 2024 To 3)th March 2022)   31st March 2023)   31st March 2024   30th September 2024   31st March 2023)   (1n Rs.)   (1n		₹ 75,000.00							₹ 75,000.00	₹ 1,50,000.00	Procurement Services	6
2nd Year   3rd Year   4th Year   5th Year   (1st April 2021 To (1st April 2023 To (1st April 2023 To (1st April 2023 To (1st April 2024 To (1n Rs.))   (1n Rs.)   (				~	6,272.00		24,958.00	•	₹ 99,778.00 ₹	₹ 1,75,000.00 1	Others Cost	5
2nd Year   3rd Year   4th Year   5th Year   (1st April 2021 To (1st April 2023 To (1st April 2023 To (1st April 2023 To (1st April 2023 To (1st April 2024 To (1n Rs.))   (2024 To (3n Rs.))   (2024				~	₹ 26,280.00		₹ 33,494.00	•	₹ 99,663.00 ₹	₹ 1,50,000.00 1	Contingencies	4
2nd Year   3rd Year   4th Year   5th Year   Expenditure   30th September   (1st April 2021 To   (1st April 2023 To   (1st April 2023 To   (1st April 2024 To   31st March 2023)   31st March 2024   30th September 2024   (1n Rs.)			₹ 73,607.00	25,006.00		48,601.00		•	₹ 1,23,601.00	₹ 2,00,000.00	Travel	3
2nd Year   3rd Year   4th Year   5th Year   Expenditure   30th September			93,446.00	₹ 43,446.00		₹ 14,530.00	₹ 35,470.00	•	1,00,000.00	₹ 1,50,000.00	Consumables	2
2nd Year   3rd Year   4th Year   5th Year   Expenditure   30th September		~	₹ 10,98,115.00		₹ 5,51,520.00	~	4,59,600.00	86,995.00	₹ 10,98,115.00	₹ 17,10,240.00 1	Manpower	-
2nd Year	XII	XI=IV-X	X=V+VI+VII+VIII+IX	X	VIII	и	2	, c	V	=	=	-
2nd Year   3rd Year   4th Year   5th Year   Expenditure   30th September   (1st April 2021 To   (1st April 2023 To   (1st April 2024				(In Rs.)				2021) (In Rs.)				
2nd Year   3rd Year   4th Year   5th Year   Expenditure   30th September   (1st April 2021 To   (1st April 2023 To   (1st April 2024 To   2024   31st March 2022)   31st March 2023   31st March 2024   30th September 2024   (In Rs.)				_	(In Rs.)	(In Rs.)	(In Rs.)	To 31st March		Rr.)		
2nd Year 3rd Year 4th Year 5th Year Expenditure 30th September (1st April 2021 To (1st April 2023 To (1st April 2024 To (In Rs.) 2024		(In Rs.)		30th September 2024	31st March 2024)	31st March 2023)	31st March 2022)	2020		revised) (In		
2nd Year 3rd Year 4th Year 5th Year Expenditure 30th September		2024	(In Rs.)	(1st April 2024 To	(1st April 2023 To	(1st April 2022 To	(1st April 2021 To	(2nd December		Sanctioned or		
		30th September	Expenditure	5th Year		3rd Year	2nd Year	1st Year DOS*	(In Rs. )	(Indicate	per Sanction Order	
Total Balance as on	Remarks	Balance as on	Total		2	Expenditure Incurred			Funds Received	Funds Allocated	Sanctioned Heads as	SNO



nature of Competent Fig.

sity of Kaslimbi

2. Utilization Certificate for each financial year ending 31° March has to be enclosed along with request for carry-forward permission to the next financial year and the second of the carry-forward permission of the next financial year.

4 Please indicate expenditure in exact rupees only 3 \*Please Add Delete budget heads as per sanction order

# CONSOLIDATED UTILIZATION CERTIFICATE (THREE COPIES) FOR THE PERIOD FROM 27.10.2021 TO 26.10.2023

	1	Title of the project/Scheme	"Development of Lightweight Security algorithms fot IOMT based smart health applications"
	2	Name of the Institution	Department of Electronic & IT, University Of Kashmir, Srinagar.
	3	Principal Investigator	Dr.Shabir Ahmad Parah Department of Electronic & IT ,University Of Kashmir, Srinagar.
	4	Co-Investigator	Dr. Bilal Ahmad Malik
	5	No.& date Sanctioning the project (JKST&IC Correspondence)	No. JKST&IC ORDER NO 81 OF 2021 Dated 27-10-2021
	6	Head of the accounts as given in the Original sanction letter	Recurring & Non Recurring
	7	Amount brought forward from the previous financial year quoting Jk Science & Technology letter No and date in which the authority to carry forward the said amount was given	Rs. Nil
8		Amount received during the financial year (please give No & Date of J&K ST&IC letter for the amount)	Rs. 5,79,000.00 No.JKST&IC ORDER NO 81 OF 2021Dated 27-10-2021 JKST&IC Order No.20 OF 2022 Dated 09.02.2022 JKST&IC Order No.53 OF 2022 Dated 15.03.2022 JKSTIC/75/2021/138-41 Dated 12.08.2022 JKST&IC/J/75/2020/458-60 Dated 22.02.2023
9	(	Other receipts /Interest earned	Rs. 7,006.00
10	fo co	S No 7+8)	Rs. 5,86,006.00
11	A C Pe	octual expenditure (excluding ommitments ) during the the	Rs. 5,30,397.00
12	B	alance amount available at the	Rs. 55,609.00
13	(Pl	nspent balance refunded if any lease Give details of cheque imber etc)	Rs. Nil
14		spent balance at the end of the pject.	Rs. 55,609.00

Certified that out of Rs. 5,79,000.00 (Rupees Five Lakh Seventy Nine Thousand Only) of grants sanctioned during the period for carrying out short term research on the topic "Development of Lightweight Security algorithms fot IOMT based smart health applications" vide order no: and sanction letter No. JKST&IC ORDER NO 81 OF 2021 Dated 27-10-2021 of JK Science, Technology and Innovation Council, and Rs.7,006.00 earned/accrued as interest from bank during the period, a sum of Rs. 5,30,397.00 has been utilized for the period for which it was sanctioned. And amount of Rs. 55,609.00 out of the funds allotted for the period is lying unspent in the bank account at the end of the project.

Dr. Shpbir A. Parah

Signature of YI With seal & date Signature of Director Finance

e Un writing the Kashmit

Signature of Dean Research with seal & date

Dha

Signature of Chartered Accountant Seal & Date

# Consolidated Statement of Expenditure

Showing grants received from the JK Science Technology & Innovation Council and expenditure incurred For the period from 27.10.2021 TO 26.10.2023

	ltem  2 Consumables Minor Equipment Travel for attending Participating in Conferences Workshop Manpower Others Contingency	Item Unspent balance Carried forward from previous year  2 3 nables 2 3 0.00 Equipment 2 0.00 for for ng Participating in ences Workshop 2 0.00 wer 2 0.00 Contineency 2 0.00	hop hop	Unspent balance Carried forward from previous year  \$ 0.00  \$ 0.00  \$ 0.00  \$ 0.00  \$ 0.00  \$ 0.00	Unspent balance   Grants received   Carried forward   from JKST&IC   from JKST&IC   from previous year   during the year      \$ 0.00	Unspent balance   Grants received   Other receipts   Team	Unspent balance Carried forward from JKST&IC       Other receipts / Interest earned from JKST&IC       Other receipts / Interest earned (3+4)         from previous year from previous year       4       5       6         ₹ 0.00       ₹ 0.00       ₹ 0.00       ₹ 2,49,000.00         hop
--	--	---	---------	--	---	---	--

(PROJECT INVESTIGATOR) (with Seal and date)

(with Seal and blate)

CHARTERED ACCOUNTAN
(with Seal and date)

# [[See Rule 238 (1)]]

# FORM OF UTILIZATION CERTIFICATE (UC)

UTILIZATION CERTIFICATE FOR THE YEAR 01.04,2023 to 30.09,2023 in respect of Recurring GRANTS-IN-AID/SALARIES/General Component/Recurring

١, Name of the Scheme

: Internet of Things (IoT) Research of ICPS of DST

Title of the Project

: Design and Development of Energy Efficent Millimeter-wave Antennas for 5G

Networks and foT.

2. Whether recurring or non-recurring grants

: Recurring (General Component)

i) Cash in Hand/Bank

3. Grants position of the beginning of the financial year [unspent balance of last financial year if any]

ii) Unadjusted advances

; Rs. 1,87,116.00

iii) Total

: Rs. NII : Rs. 1,87,116.00

4. Details of grants received, expenditure incurred and closing balances; (Actuals)

Unspent Balances of Grants received years (figure as at Sl. No. 3 (iii)	Interest Farned thereon	Interest deposited back to the Government	!	t received during the	The root one	Total available funds (1+2-3+4)	Expenditure incurred	Cloning Stalances (5 - 6)
1	2	3		4		5	6	7
d state	- 19 1	100	Sanction no.	(ii) Date	Amount (iii)			
1,87,116.00	2,775.00	-	DST/ICPS/C LUSTER/IoT /2018/General		•	1,89,891.00	40,652.00	1,49,239.00

	Grant-in-aid-General	Grant-in-aid-Salary	Grant-in-aid-creation of capital assets	Total
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· Details of grants position at the end of the year

(v) Cash in Hand/Bank:

1,49,239.00

(vi) Unadjusted Advances

Rs. NII

(vii) Total

Rs. 1,49,239.00

Signature of

Name 07 Name of PI

Dr. Sheikh Javaid Ahmad Principal Investigator DST-ICPS, GOI

Head of the Organization

Signature of

Chartered Accou

#### GFR 12-A

Certified that I have satisfied myself that the conditions on which grants were sanctioned have been duly fulfilled/are being fulfilled and that I have exercised following checks to see that the money has been actually utilized for the purpose which it was sanctioned:

- (b) The main accounts and other subsidiary accounts and registers (including assets registers) are maintained as prescribed in the relevant Act/Rules/Standing instructions (mention the act/Rules) and have been duly audited by designated auditors. The figures depicted above tally with the audited figures mentioned in financial statements/accounts.
- (ii) There exist internal controls for safeguarding public funds/assets, watching outcomes and achievements of physical targets against the financial inputs, ensuring quality in asset creation etc. & the periodic evaluation of internal controls is exercised to ensure their effectiveness.
- (iii) To the best of our knowledge and belief, no transactions have been entered that are in violation of relevant Act/Rules/standing instructions and scheme guidelines.
- (iv) The responsibilities among the key functionaries for execution of the scheme have been assigned in clear terms and are not general in nature.
- (v) The benefits were extended to the intended beneficiaries and only such areas/districts were covered where the scheme was intended to operate.
- (vi). The expenditure on various components of the scheme was in the proportions authorized as per the scheme guidelines and terms and conditions of the grants-in-aid.
- It has been ensured that the physical and financial performance under Design and Development of Energy Efficent Millimeter-wave Antennas for 5G Networks and IoT (name of the scheme) has been according to the requirements, as prescribed in the guidelines issued by Govt. of India and the performance targets achieved statement for the year to which the utilization of the fund resulted in outcomes given at Annexure-I duly enclosed.
- (viii) The utilization of the fund resulted in outcomes given at Annexure-II duly enclosed (to be formulated by the Ministry/Department concerned as per their requirements/specifications)
- Details of various schemes executed by the agency through grants-in-aid received from the same Ministry, or (ix) from other Ministries is enclosed at Annexure-II (to be formulated by the Ministry/Department concerned as per their requirements/specifications) THE RESERVE OF

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Date:

Director Finance (Head bt the Finns

Signature of Name

K. 'F' .

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Javaid Ahmas

Head of the

Signature of Chartered Acco

# STATEMENT OF EXPENDITURE(SE) FOR GENERAL COMPONENT (For the the period from 01.04.2023 to 30.09.2023 Financial year 2023-24)

	Sanction Letter No.DST/ICPS/CLUSTER/IoT/2018/General	6.	Grant Received in each year:
	Total Project Cost Rs. 32,58,000.00	n.	1" year Rs. 10,49,970.00
	Sanctioned/Revised project cost (If applicable) Rs. NA	b.	2 year Rs. 10,50,000.00
١.	Date of Commencement of of Project : 27.05.2019	C.	3 Year Rs. NA
5.	Statement of Expenditure	d.	Interest. Rs.51,211.00
		c.	Total Rs. 21,51,181.00

. 1	HEAD OF	AMOUNT		EXPEN	DITURE INCUI	RED		TOTAL EXPENDIURE	BALANCE
).	AS PER SANCTION	SANCTIONED	1 YEAR DOS*27.05. 2019 TO MARCH 31, 2020	, 2 YEAR FROM APRIL O1, 2020 TO MARCH 31,2021	J" YEAR FRÓM APRIL 01,2021 TO MARCH 31, 2022	4* YEAR FROM APRIL 01,2022 TO MARCH 31, 2023	5* YEAR FROM APRIL 01,2023 TO SEPTEMBER 30, 2023		
i)	(ii)	(iii)	(iv)	(v)	(vi)	(vii)	(viii)	(ix=iv+v+vi+ vii+viii)	(ix=iii-ix)
	Manpower	18,00,000	6,55,644	2,25,000	8,04,031	1,10,000	1	17,94,675	5,325
,	Consumable	99,970	8,122	6,120	29;658	2,596		46,496	53,474
3	Contingencies	1,00,000	18,000	31,870	38,078	The state of	5,984	93,932	6,068
4.	Travel	1,00,000	- 10,000	32,171		-	34,668	66,839	33,161
5.	Other Cost					-	•		
6.	Overheads					•			
7.	Contribution			9 4 •	(e)	10 O E			
8.,	Interest earned/accrued			11		21 <b></b>			51,211
9.	Total	20,99,970	6,81,766	2,95,161	8,71,767	1,12,596	40,652	20,01,942	1,49,239

Funds released so far:

11.1

Rs. 20,99,970.00

Date of completion

27.05.2019 30.09.2023

Signature of Mavaid Ahmador. Shekkingalor investigator

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Signature & Scal of Chartered Accountant

Signature and Seal of Head of the organization/lastitute

or till dile of completio

Note:

Expending under the sanctioned heads, at any point of time, should not exceed funds allocated under that head, with out prior approval of DST i.e. Figures in Column (vii) should not exceed corresponding figures in Column (iii)

Utilization Certificate for each financial year ending 31<sup>51</sup>March has to be enclosed, along with request for carry-forward permission to next year.

# GFR 12-A

[(See Rule 238 (1))]

### FORM OF UTILIZATION CERTIFICATE (UC)

### UTILIZATION CERTIFICATE FOR THE YEAR 01.04.2023 to 30.09.2023 in respect of non recurring Grant-in-aid-creation of capital assets /non recurring

1. Name of the Scheme : Internet of Things (IoT) Research of ICPS of DST

Title of the Project

: Design and Developmemnt of Energy Efficent Millimeter-wave Antennas

for 5G Networks and IoT.

2. Whether recurring or non-recurring grants

: Non Recurring ( Capital Assests)

 Grants position of the beginning of the financial year [unspent balance of last financial year if any] i) Cash in Hand/Bank

: Rs. 5,331.00

ii) Unadjusted advances

: Rs. NII

iii) Total

: Rs. 5,331.00

4. Details of grants received, expenditure incurred and closing balances: (Actuals)

Unspent Balances of Grants received years (figure as at Sl. No. 3 (rii)	Earned thereon	Interest deposited back to the Government	Grant re	eceived during th	ne year	Total available funds (1+2-3+4)	Expenditure incurred	Closing Balances (5 - 6)
1	2	3	1,000	(a) (b)		5	6	7
0.00	100,00000	-16.001	Sanction no.	Date <sup>i</sup>	Amount (iii)			
5,331.00		-	DST/ICPS/ CLUSTER/ IoT/2018/ Capital	1: ** 1		5,331.00	•	5,331.00

Grant-in-aid-General	Grant-in-aid-Salary	Grant-in-aid-creation of capital assets	Total

Details of grants position at the end of the year

(v) Cash in Hand/Bank:

Rs. 5,331.00

Unadjusted Advances

Rs. Nil

Rs. 5,331.00

Name

Chief Finance Officer

(Head of the Finance

Signature of

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11. 2

Name Name of PI

Dr. Sheikh Javaid Principal Investiga

DST-ICPS, G'

Signatu

Signature of

Chartered Accounts

Certified that I have satisfied myself that the conditions on which grants were sanctioned have been duly fulfilled/are being fulfilled and that I have exercised following checks to see that the money has been actually utilized for the purpose which it was sanctioned:

- (i) The main accounts and other subsidiary accounts and registers (including assets registers) are maintained as prescribed in the relevant Act/Rules/Standing instructions (mention the act/Rules) and have been duly audited by designated auditors. The figures depicted above tally with the audited figures mentioned in financial statements/accounts.
- (ii) There exist internal controls for safeguarding public funds/assets, watching outcomes and achievements of physical targets against the financial inputs, ensuring quality in asset creation etc. & the periodic evaluation of internal controls is exercised to ensure their effectiveness.
- (iii) To the best of our knowledge and belief, no transactions have been entered that are in violation of relevant Act/Rules/standing instructions and scheme guidelines.
- (iv) The responsibilities among the key functionaries for execution of the scheme have been assigned in clear terms and are not general in nature.
- (v) The benefits were extended to the intended beneficiaries and only such areas/districts were covered where the scheme was intended to operate.
- (vi) The expenditure on various components of the scheme was in the proportions authorized as per the scheme guidelines and terms and conditions of the grants-in-aid.
- (vii) It has been ensured that the physical and financial performance under Design and Development of Energy Effects Millimeter-wave Antennas for 5G Networks and IoT (name of the scheme) has been according to the requirements, as prescribed in the guidelines issued by Govt. of India and the performance/targets achieved statement for the year to which the utilization of the fund resulted in outcomes given at Annexure-I duly enclosed.
- (viii) The utilization of the fund resulted in outcomes given at Annexure-II duly enclosed (to be formulated by the Ministry/Department concerned as per their requirements/specifications)
- (ix) Details of various schemes executed by the agency through grants-in-aid received from the same Ministry or from other Ministries is enclosed at Annexure-II (to be formulated by the Ministry/Department concerned as per their requirements/specifications)

Date:

TO STATE OF

Director Finance

Signature of

Name Name Pheikh Javalu Ami

Principal Investigat

Signature

Head of the Organization

Signature of Chartered Accountant

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# STATEMENT OF EXPENDITURE(SE) FOR CAPITAL ASSEST (For the the period from 01.04,2023 to 30.09,2023 Financial year 2023-24)

1.	Sanction Letter No.DST/ICPS/CLUSTER/IoT/2018/Capital	6.	Grant Received in each year:
2.	Total Project Cost Rs. 30,25,000,00	n.	1" year Rs. 30,25,000.00
3.	Sanctioned/Revised project cost (If applicable) Rv. NA	b.	2" year Rs. NA
4.	Date of Commencement of of Project : 27.05,2019	C.	1 Year Rs. NA
-	Statement of Expenditure	d.	Interest. Rs . 3,331.00
3.	Charles of Experience	c.	Total Rs. 30,28,331.00

ā	HEAD OF	AMOUNT		EX	PENDITURE IN	CURRED		TOTAL EXPENDIURE	BALANCE
sa.	EXPENDITURE AS PER SANCTION ORDER	SANCTIONED	1" YEAR DOS*27.05 .2019 TO MARCH 31, 2020	2 YEAR FROM APRIL OI, 2020 TO MARCH	3 YEAR FROM APRIL 01, 2021 TO MARCH 31, 2022	4th YEAR FROM APRIL 01, 2022 TO MARCH 31, 2023	5* YEAR FROM APRIL 01, 2023 TO SEPTEMBER 30, 2023		(ix=111-cx)
(2)	(ii)	• (111)	(iv)	31,2021 (v)	(vi).	(vii)	(viii)	(ix*iv*v*vi*vii*viii)	(DC=III-CK)
(i)	100	100		8:05	2030090			30,23,000	2,000
1.	Equipment	30,25,000			13:00	30,23,000		30,23,000	0.000
	1.				for a	1 1			3,331
2.	Interest earned/accrued	(Va. 5-16., 5), 17.	•	12	list.	2.4.000	160.5	- *	
	30.1.	14:27				30,23,000			5,331
1	Total	30,25,000			•	30,23,000		V-1	III— area

Funds released so far:

Rs. 30,25,000.00

Date of start of project: Date of Completion: 27.05.2019 30.09.2023

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of the organization Institute

Signature & Seal of Chartered Accountant

or till date of completion

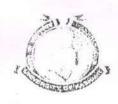
Note:

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11 1 1 1

Expenditure under the sanctioned heads, at any point of time, should not exceed funds allocated under that head, without prior approval of DST i.e. Figures in Column (vii) should not exceed corresponding figures in Column (iii)

 Utilization Certificate for each financial year ending 31 March has to be enclosed, along with request for carry-forward permission to next year.



# UNIVERSITY OF KASHMIR INTERNAL AUDIT UNIT

No: F (Audit-L Funds) KU/21 Dated: 23-11-2021

The Head, Department of Electronics University of Kashmir, Srinagar.

Subject: Internal Audit on the Local Funds of the department for the period

1<sup>st</sup> April, 2018 - 31<sup>st</sup> March, 2021 (3years)

Sir,

While examining the information furnished by the department about the local funds and other allied records it was observed as under:-

# Non-adherence of regulations governing Local Funds

As per the regulations governing the local funds, the department was/ is required to maintain a separate account in respect of each local fund including the consolidated local fund in the ledger. The department has ignored the regulations and has not maintained the component-wise details about the local funds despite earlier instructions. This is a serious issue and needs to be justified.

# ii. Maintenance of Stock Registers

The University had prescribed new Stocks Registers for all kinds of stocks including assets viz. equipments, computers, furnishing & furniture etc from 2008. Though the department has maintained the said Stock Register, yet some items have not been entered in these stock registers. Therefore, the Stock Registers maintained by the department do not reveal the true & correct position of the assets/ articles. This unhealthy practice needs to be stopped forthwith and Stock Register/s maintained properly.

# iii. Non-Remittance of prescribed share of revenue/closing balance to the University Chest

As per the recommendations of the Financial Reforms Committee, notified vide order No. F(Financial Reforms)Bgt/KU/16 dated 05-03-2016, issued by the Joint Registrar,

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Budget and Creation each department was/is required to transfer the following amount annually to the University Chest for the purpose indicated against each:-

- Each Department /Centre shall transfer 10% of the revenues generated annually to University Chest as 'User Charges' towards Electric Tariff.
- 2. At the end of Financial Year, the departments shall transfer 10% of the closing balance to the "University's Consolidated Fund Account" and additional 5% to "Other Department Development Fund" which shall be utilized towards infrastructure development of such teaching departments which do not generate sufficient funds internally.

The Department has not remitted the prescribed amount despite the detailed instructions issued by the Registrar on 11-05-2019 and the letter issued by this office dated 27-01-2020. This amounts to non-compliance of orders and financial irregularity. The issue, therefore, needs to be justified and in the meantime amount transferred to the concerned quarters, under an intimation to the Internal Audit Unit.

# iv. Annual Physical Verification of Stores/Stocks

As per rules physical verification of all kinds of stocks/stores is to be conducted annually and the report thereof submitted by May,  $31^{\rm st}$  every year. The Department did not conduct the activity so far despite earlier instructions. The activity needs to be conducted immediately and report submitted to the concerned quarters at the earliest under an intimation to the Internal Audit Unit.

For the convenience of the department, the proforma prescribed by the University for the purpose is given below:

S.No	Name of the	Ground Balance	Book Balance	Excess	Shortage	Remarks
L	Item		- andrice			

The General principles relating to the activity are recorded below:-

- Verification must always be made in the presence of the Government servant responsible for the custody of the stores or of a responsible person deputed by him;
- All discrepancies noticed must be properly investigated and brought to account immediately, so that the stores account may represent the true state of the stores; and
- c. Shortages and damages, as well as, unserviceable stores must be reported immediately to the authority competent to write off the loss.

# DISCREPANCIES FOUND ON VERIFICATION OF STORES

A deficiency detected during a verification of stores may be due to:

- 1) Incorrect or careless accounting,
- 2) Loss arising from fraud, theft or negligence, or
- 3) An unavoidable cause, e.g., wastage, shrinkage and spilling in the case of stores which are subject to them.

The head of the office or institution concerned should fully investigate the cause of any deficiency and send a full report on it to the Controlling Authority along with the verification report. If he holds that any loss caused to the Government through a deficiency is due to misconduct or culpable negligence on the part of any Government servant concerned, he should add his recommendation as to how the loss should be made good by recoveries from them. The Controlling Authority should, after such examination and investigation as the importance of the case warrants, issue or obtain from the Competent Authority an order to write off the deficiency from the stock accounts. On receipt of this order the deficiency should be charged in the stock accounts with a note quoting the authority. If any recovery is ordered, a note should be recorded in the stock accounts when each amount is

Any excess detected during stock-taking should, after investigation, be entered in the stock accounts at once as a receipt with the remark "excess found on stock verification". No special orders are necessary for this."

The above observations need to be addressed on priority and Action Taken Report submitted to the Internal Audit Unit within 15 days.

Yours faithfully,

ssistant Registrar (Audit)

# Copy to:

01. P.A to Registrar for kind information of the Registrar;