**Annexure- I**

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**Indian Council of Forestry Research and Education**

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(An Autonomous body under the Ministry of Environment Forest & Climate Change, Government of India)

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P.O. New Forest, Dehradun – 248 006

**Application for Sanction of Grant**

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| 1. | Name & Address of the University: | | |  | | | | |
| 2. | Name & Designation of the Chief Functionary: | | |  | | | | |
| I | Contact No. | |  | | | | |
| i. | Telephone No. | |  | | | | |
| ii. | Fax No. | |  | | | | |
| II | Details of Courses in Forestry | | | | | | |
| i. | B.Sc | |  | | | | |
| ii. | M.Sc | |  | | | | |
| iii. | M.Phil | |  | | | | |
| iv. | Ph.D | |  | | | | |
| III | Annual intake in each Course: | | | | | | |
| i. | B.Sc | |  | | | | |
| ii. | M.Sc | |  | | | | |
| iii. | M.Phil | |  | | | | |
| iv. | Ph.D | |  | | | | |
| IV | Present Strength in each Course: | | | | | | |
| i. | B.Sc | |  | | | | |
| ii. | M.Sc | |  | | | | |
| iii. | M.Phil | |  | | | | |
| iv. | Ph.D | |  | | | | |
| V | Faculty Strength: | | | | | | |
| i. | Assistant Professor | |  | | | | |
| ii. | Associate Professor | |  | | | | |
| iii. | Professor | |  | | | | |
| 3. | Items for Grant: | | |  | | | | |
| I | Infrastructure Development | |  | | | | |
| i. | Type of Building:  (Attach detailed Plan) | |  | | | | |
| ii. | Total Estimate Cost:  (Attach detailed Plan) | |  | | | | |
| iii. | Grant Required:  From ICFRE | |  | | | | |
| iv. | Details of funding from other Source:  (Sanction Order No. Date and Amount) | |  | | | | |
| v. | Earlier Grant Received | |  | | | | |
| a. | Amount | |  | | | | |
| b. | Year | |  | | | | |
| c. | Amount Utilized (Attach Utilization Certificate) | |  | | | | |
| vi. | Expenditure on Furniture & Equipment (other than Civil Work) | |  | | | | |
| vii. | In case of proposal for Renovation/Modification of a Laboratory for Specialized Purpose (give full justification) | |  | | | | |
| II | Equipment | |  | | | | |
|  | List of Equipment with Estimate Cost | | | | | | |
|  | S.  No. | Name of Equipment | | Already Existing | Additional Requirement | Estimated Cost | Justification |
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|  | III | Library | |  | | | | | | |
| a. | Books/Journals (Back Volumes) | | | | | | | | |
|  | S.  No. | Title of Book | | Authors(s) Editor(s) Publisher | | Year of Publication | Price | Nos. of copies required | Total Price |
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| b. | Journals (Back Volumes) | | | | | | | | |
|  | S.  No. | Title | | | | Publisher | Volume | Year | Price |
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| c. | Library Equipment | | | | | | | | |
|  | S.  No. | Name of Items | | | | Estimated Cost | | | |
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| IV | Construction of glass House, Mist Chambers, etc | | | | | | | | |
| a. | Name of Civil Work (Attach copy of the Estimates) | | | |  | | | | |
| b. | Total Estimated Cost (Attach copy of the Estimates) | | | |  | | | | |
| c. | Details of Existing Available Facilities | | | |  | | | | |

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|  | d. | Grant Required | |  | | | |
|  | i. For Civil Work | |  | | | |
|  | ii. For Purchase of  Equipments/Machines/ Tools etc. | |  | | | |
| e. | Justification | |  | | | |
| V | Sports, Games & Other Student Amenities | | | | | |
| a. | List of Items to be purchased with Estimated Cost | |  | | | |
| b. | Water Coolers and Purifiers | |  | | | |
| c. | Grants Received from Other Sources including Ministry of Human Resource Development, Govt. of India | |  | | | |
| VI | Establishment/Strengthening of Interpretation cum Communication Center/ Museum | | | | | |
| a. | Details of Activities | |  | | | |
| b. | Grant Required | |  | | | |
| VII | Transport and Camping Equipment for Practical Training and Extension Education | | | | | |
| a. | Vehicle | |  | | | |
| b. | Type of Vehicles Required | |  | | | |
| c. | Whether Similar Vehicle | | Yes /No | | | |
| d. | Details of Vehicle Already Existing and Justification for Additional Requirement. | |  | | | |
| e. | Camping Equipment | |  | | | |
| f. | Name of Items | |  | | | |
|  |  | |  | | | |
| VIII | Computer Center, Mini Computer/P.C./Terminals, etc. | | | | | |
|  | S.  No. | List of Items to be Purchased | | Existing Facility | Cost of Items to be Purchased | Justification/Remarks |
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|  | IX | Grant for Preparation of Teaching Manual and Aids, etc. | |
| a. | Details of proposal with Justification |  |
| b. | Grant Required |  |
| X | Conference, Workshops, Seminars, Symposia, etc. | |
| a. | Name of the Conferences, Workshops, Seminars, Symposia, etc. |  |
| b. | Venue and Date |  |
| c. | Total No. of Participants |  |
| d. | No. of Participants from Outside host University |  |
| e. | Grant Required |  |
| f. | Organizing Conference, etc. |  |
| g. | Travelling Allowances |  |
|  |  |  |
| XI | Participation of faculty in National, Conferences, Workshops, Seminars, Symposia, etc. | |
| a. | Name of the Conference etc |  |
| b. | Venue and Date |  |
| c. | Whether any invitation received from the Organizer to Chair the Session/present Paper/Participate |  |
| d. | No. of Grant already availed during the year (with level of Faculty Member) |  |
| e. | The facility last availed by the member of faculty |  |
| XII | Students Educational Tour | |
| a. | Details of Proposal (Indicate Places to be visited, No. of students in the Group, items of Expenditure. |  |
| b. | Grant Required, Item-wise |  |
| XIII | Students Educational Tour | |
| a. | Details of Work with Justification |  |
| b. | Grant Required, Item-wise |  |

CERTIFIED that:

1. The above particulars are correct to the best of our knowledge and belief.

2. We shall abide by all the Terms and Conditions of the Grant.

3. We shall furnish photographs and other reports as may be required by ICFRE.

4. ICFRE may, at their discretion themselves or through their authorized representatives, evaluate the physical progress of utilization of funds for this project.

Signature:

Name:

Designation:

Date:

Dean/Head of Deptt./College

ICFRE Chancellor

**Annexure- II**

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**Hkkjrh; okfudh vuqla/kku ,oa f’k{kk ifj"kn~**

**Indian Council of Forestry Research and Education**

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(An Autonomous body under the Ministry of Environment Forest & Climate Change, Government of India)

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P.O. New Forest, Dehradun – 248 006

**Utilization Certificate for the Grant Released**

|  |  |  |  |
| --- | --- | --- | --- |
| 1. | Name of the Organization | |  |
| 2. | ICFRE letter No. sanctioning the Project | |  |
| 3. | Amount brought forward quoting the ICFRE letter No. and date in which the authority to carry forward the said amount was given. | |  |
| 4. | Amount received from the ICFRE during the financial year. | |  |
| a. | Amount |  |
| b. | Draft No. |  |
| c. | Date |  |
| 5. | Total amount that was available for expenditure during the financial year (3+4) | |  |
| 6. | Actual expenditure incurred during the financial year. | |  |
| 7. | a. | Unspent balance (5-6) |  |
| b. | Unspent balance refunded, if any (Pease indicate Cheque No. & Dated |  |
| c. | Balance amount available at the end of the financial year [7(i)-7(ii)] |  |

Certified that the expenditure of Rs…………………. (Rupees ……………………………................

………………………………………………………. Was actually incurred on the project for which it was sanctioned. The utilization movable and immovable assets created under this grant.

Date:

Place:

|  |  |  |  |
| --- | --- | --- | --- |
| Signature of the | Signature of the | Signature of the | Signature of the |
| Head of Deptt. | University Engineering | Internal Auditor | Comptroller |
|  | Cell/CPWD/PWD |  | Finance Officer |

Countersigned

Vice Chancellor

**Annexure- III**

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**Hkkjrh; okfudh vuqla/kku ,oa f’k{kk ifj"kn~**

**Indian Council of Forestry Research and Education**

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(An Autonomous body under the Ministry of Environment Forest & Climate Change, Government of India)

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P.O. New Forest, Dehradun – 248 006

**Grant**

(Statement showing the Item-wise Expenditure for the Period from ……..…… to ..…………)

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 1. | Amount received during the financial year | | |  | | | | |
| 2. | Unspent amount carried forward from the | | |  | | | | |
| 3. | Bank interest received, if any | | |  | | | | |
| 4. | Total amount available for expenditure | | |  | | | | |
| 5. | Details of expenditure incurred | | |  | | | | |
| Code  No. | Purpose for Which Allotted | Opening Balance for the year | Amount Received During the Year | | Total Amount Available for Expenditure | Amount Spent | Balance |
| 1. | Infrastructure Development |  |  | |  |  |  |
| 2. | Equipment\* |  |  | |  |  |  |
| 3. | Library\* |  |  | |  |  |  |
| 4. | Glass House/Mist Chamber |  |  | |  |  |  |
| 5. | Sports/Games & other Student Amenities |  |  | |  |  |  |
| 6. | Interpretation-cum-Communication Center/ Museum |  |  | |  |  |  |
| 7. | Transport and Camping Equipment |  |  | |  |  |  |
| 8. | Computer Center, Mini Computer, etc. |  |  | |  |  |  |
| 9. | Preparation of Teaching Manuals |  |  | |  |  |  |
| 10. | Organizing Conference, etc. |  |  | |  |  |  |
| 11. | Participation in National Conferences, etc. |  |  | |  |  |  |
| 12. | Educational Tour |  |  | |  |  |  |
| 13. | Miscellaneous |  |  | |  |  |  |
|  | Total |  |  | |  |  |  |
| (\*)List of Equipment, Books, etc., along with cost to be attached. | | | | | | | | |
| 6. | Reasons for shortfall in expenditure, if any | | | |  | | | |
| 7. | Reasons for excess expenditure, if any | | | |  | | | |

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| Head of Deptt. | Internal Auditor | Finance Officer |

**Annexure- IV**

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**Indian Council of Forestry Research and Education**

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(An Autonomous body under the Ministry of Environment Forest & Climate Change, Government of India)

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P.O. New Forest, Dehradun – 248 006

**COMPLETION STATEMENT OF WORKS AND REPAIRS**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| S.  No. | Name of Work | Sanctions Authority No./Date | Amount of Estimates | Expenditure | Percent of Excess | Remarks |
| 1. |  |  |  |  |  |  |
| 2. |  |  |  |  |  |  |
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Head of the Department

University Engg. Cell/CPWD PWD