



February 03, 2020

Dr. Punam Gupta
Department of Mathematics & Statistics
Dr Harisingh Gour Vishwavidyalaya
Sagar – 470003 (M.P.)

Sub : Sanction letter for the TEW at Sagar, M.P.

Dear Dr. Gupta,

This is with reference to your proposal for conduct of the Teachers Enrichment Workshop (TEW) on “Algebra & Multivariate Calculus” for Science and Engineering Teachers at Dr. Hari Singh Gour Vishwavidyalaya, Sagar, MP during May 25 – 30, 2020.

The above proposal has been approved and the sanction letter for the same is hereby issued for Rs. 1,82,840/- (Rupees one lakh eighty two thousand eight hundred and forty only). The item-wise expenses sanctioned are as follows:

			Rs.
1	Honorarium to speakers	:	36000/-
2	Honorarium to tutors	:	9000/-
3	Honorarium to organisers	:	20000/-
4	Honorarium to support staff	:	6000/-
5	Travel expenses for the speakers	:	30000/-
6	Food expenses	:	81840/-
Total : (Rupees one lakh eighty two thousand eight hundred & forty only)			1,82,840/-

The sanctioned amount will be transferred to bank account of the host institute. For this purpose, as per the new SAP – ERP IT system, it has become mandatory for all the host institutes to register at IIT Bombay’s online registration portal. More details for the vendor registration will be intimated to you soon.

The fund will be transferred to the host institute’s bank account in two installments as follows:

- 80% of the sanctioned amount as advance (2 months before the programme begins).
- Balance amount (if total expense is more than the advance payment) will be sent on receipt of the Utilisation Certificate (UC) and Statement of Expenditure (SoE) from the host institute after the programme is over.

Within one month after completion of the programme, the organisers are requested to send the following documents to NCM:

1. Academic report, which should essentially have the following details in it:

- List of the speakers and tutors with their affiliation
- Actual syllabus covered by each speaker
- Accurate time-table that was followed during the programme
- List of the actual participants with their status and affiliation

2. Feedback and course evaluation forms (google forms will be sent to the organisers before commencement of the programme).

3. UC and SoE signed by the organisers and Director / Principal and or Registrar of the host institute.

4. The unspent balance amount (if any) should be returned to NCM either by a DD in favour of "IIT Bombay Project & Consultation A/c" payable at Mumbai or through Electronic Fund Transfer to the bank A/c. No.10725729173 in favour of "**IIT Bombay Project & Consultation A/c**" with State Bank of India, IIT Bombay Powai branch, Mumbai-400076 (Bank's IFSC code SBIN0001109 & MICR code : 400002034) under intimation to us.

With best regards,

Yours sincerely,


Prof. J. K. Verma
Head, NCM