



UNIVERSITY GRANTS COMMISSION

**SOUTH EASTERN REGIONAL OFFICE, A.P.S.F.C. Building (4th Floor) 5-9-194,
P.B. No.152, Chirag-Ali-Lane HYDERABAD- 500 001**

Ph: 040-23204735: Fax: 040-23204734

No.F. 3-1/2019(Settlement/UGC-SERO)

21.11.2019

Principal

**Sub: Charge handing - taking over by Principals and Settlement of UGC grants by the
Colleges- Reg.**

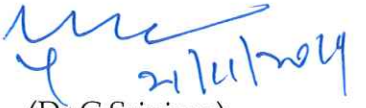
Sir/Madam,

As you are aware that, the UGC provides Development Assistance to the colleges recognized by UGC under various schemes from time to time. Recently, the UGC has adopted Mission Mode approach to settle the old cases. During the process of settlement, it is observed that in a good number of colleges, there is no proper record maintenance including maintenance of Cash Book, Assets Register, Stock Registers, Expenditure Records which contains bills and vouchers etc., as a result the current principals are not aware of the past records on Utilization of grants. Further, the college is supposed to maintain separate Bank Account for UGC Grants in a Nationalized Bank.

In this regard, you are requested that while handing over the charge, due care be taken to handover charge along with status of UGC grants (Scheme-wise and Plan-wise) as well as other records as mentioned above, so that the new incumbent is able to go through the records easily and settle the grants, maintain records appropriately.

With regards,

Yours faithfully,


(Dr.G.Srinivas)
Joint Secretary