

Acceptance Letter

Date:

To,
The Head, Institutional Development Cell
AICTE, New Delhi-110070

Subject: Submission of Acceptance of grant and Terms and Conditions for organizing conference.

Sir,

With reference to your Sanction Letter No. _____
_____ dated _____ it is informed that we have received grant
of Rs. _____ for organizing conference titled
_____ (Title of Conference).

Further, it is submitted that we accept the grant and Terms and Conditions mentioned in the Sanctioned Letter.

Approved Conference will be organized from _____ to _____ at
_____ (venue).

Name & Signature of Coordinator
[with seal]

Name & Signature of Head of Institute
[with seal]

Utilization Certificate

for the financial year: _____

Name of Institute with PID:

Name of the Scheme under which Grant was sanctioned:

AICTE Sanction Order No. & Date under which Grant was sanctioned	Amount Sanctioned (Rs.)	CERTIFICATE
	Rs. _____ Rs. _____ (for Non-recurring) Rs. _____ (for recurring)	Certified that out of the grant-in-aid of Rs. _____ _____ (in words) sanctioned by the AICTE during the Financial Year _____ as per letter mentioned in the margin, Rs. _____ on account of unspent balance of previous year + Rs. _____ on account of Interest, a sum of Rs. _____ has been utilized for the purpose for which it was sanctioned, and the balance of Rs. _____ remained unutilized at the end of the year _____.

Certified that I have satisfied myself that the conditions on which the grant-in-aid was sanctioned have been duly fulfilled and that I have exercised the following checks to see that the money was actually utilized for the purpose for which it was sanctioned.

Kinds of checks exercised:

1. Audited Annual Accounts of the Institute
2. Receipt & Payment Account of the Institute
3. Periodical Progress Report of the Institute

Signature of Chartered Accountant

Name of CA : _____

Membership No. : _____

Full Address : _____

[with seal]

(mandatory for self-financing institutes)

[Signature of Head of the Institute]

Name : _____

Designation : _____

Full Address : _____

[with seal]

[Signature of the Finance Officer]

Name : _____

Designation : _____

Full Address : _____

[with seal]

(Govt./Govt.Aided/University & whatever applicable)

Place : _____

Date : _____

Statement of Expenditure

Name of Institute with PID :

AICTE File No. :

Title of the Conference :

Name of the Coordinator :

Sanction Order No. & Date	Grant Sanctioned	Details of expenditure Incurred Item wise	
		Items/ Activities	Amount (in Rs.)
		Total Expenditure	
		1/3rd of the Total Expenditure	
		Grant Received	

(1) _____
Signature of Coordinator
[with Seal]

(2) _____
Name and Signature of Head of Institution
[with Seal]

(3) _____
Signature (with Seal) of the Finance Officer/
Auditor/Accounts Officer
(If it is Govt./Govt. Aided Institute)

Date:

(4) Signature of Chartered Accountant:
Name of Chartered Accountant:
Membership No:
Rubber stamp:
Full Address of CA:

Note:-If it is more than one page, each page must be signed & Stamped in all annexure

Feedback Form

Grant for Organizing Conference (GOC)

1. Name of the Convener/ Coordinator:

2. Name and Address of the Institution with PID:

3. Details of events:

4. Dates of event from _____ to _____

5. Venue:

6. Total no. of participants:

7. Details of Grant:

AICTE's Sanction Order No. with date	Grant Sanctioned (in Rs.)	Grant Released (in Rs.)	Total expenditure incurred in organizing conference

8. Grant received from various agencies other than AICTE for the scheme.

S. No.	Name of Funding Agency	Grant Received (in Rs.)
Total		

9. Details of internal revenue, if any, generated by the Institution/ Department on account of this Conference:
10. Briefly mention about the technological/ academic/ or any other benefit generated by conducting this Conference with respect to a) the institution, b) the faculty; c) students; d) industry / society:

Name & Signature of Coordinator
[with seal]

Name & Signature of Head of Institute
[with seal]