

GOVERNMENT OF ODISHA
HIGHER EDUCATION

Sanction No. 201915963404 / Sanction Date:04/03/2020

File No. 170/HE/WB/OHEPEE/2018-19

Issue No. 1195/HE DT 3.12.2020

To,

The Accountant General(A & E),
Odisha, Bhubaneswar.

Sir/Madam,

I am directed to convey the sanction / release of Grant-in-aid in favour of

- | | |
|--------------------------------------------------------|--------------------------------------------------------------|
| 1. ODISHA STATE OPEN UNIVERSITY SAMBALPUR | Rs.16500000/- (Rupees One Crore Sixty Five L Only.) |
| 2. RAMADEVI WOMENS UNIVERSITY BHUBANESWAR | Rs.16500000/- (Rupees One Crore Sixty Five L Only.) |
| 3. KHALLIKOTE UNIVERSITY BERHAMPUR | Rs.16500000/- (Rupees One Crore Sixty Five L Only.) |
| 4. GANGADHAR MEHER (G.M) UNIVERSITY SAMBALPUR | Rs. 16500000 /- (Rupees One Crore Sixty Five L Only.) |
| 5. NORTH ODISHA UNIVERSITY BARIPADA | Rs.16500000/- (Rupees One Crore Sixty Five L Only.) |
| 6. SHRI JAGANNATH SANSKRIT UNIVERSITY SHREE VIHAR PURI | Rs.16500000/- (Rupees One Crore Sixty Five L Only.) |

as per the details given in annexure.

Specific Terms and Conditions:

No specific terms & conditions specified

Yours Faithfully,

Higher Education Department

Signature valid
Digitally signed by Surya
Kumar Naik
Date: 2020.03.04 17:56:23 IST

2020-21
WB

GOVERNMENT OF ODISHA
HIGHER EDUCATION

Sanction No. 202016661211 / Sanction Date:07/05/2020

File No. 170/HE/WB/OHEPEE/2019-20

Issue No. _____

To,

The Accountant General(A & E),
Odisha, Bhubaneswar.

Sir/Madam,

I am directed to convey the sanction / release of Grant-in-aid in favour of

- | | |
|--------------------------------------------------------|-------------------------------------------------------------|
| 1. RAMADEVI WOMENS UNIVERSITY BHUBANESWAR | Rs.13500000/- (Rupees One Crore Thirty Five Lakh Only.) |
| 2. KHALLIKOTE UNIVERSITY BERHAMPUR | Rs.6025000/- (Rupees Sixty Lakh Twenty Five Thousand Only.) |
| 3. GANGADHAR MEHER (G.M) UNIVERSITY SAMBALPUR | Rs.3000000/- (Rupees Thirty Lakh Only.) |
| 4. NORTH ODISHA UNIVERSITY BARIPADA | Rs.21000000/- (Rupees Two Crore Ten Lakh Only.) |
| 5. SHRI JAGANNATH SANSKRIT UNIVERSITY SHREE VIHAR PURI | Rs.3500000/- (Rupees Thirty Five Lakh Only.) |

as per the details given in annexure.

Specific Terms and Conditions:

No specific terms & conditions specified

Yours Faithfully,

Higher Education Department

Signature Not Verified
Digitally signed by Surya
Kumar Nayak
Date: 2020.05.07 14:53:51 IST

Annexure to Schedule-I

1. Saction Order No. 202016661211 Date 07/05/2020 with File No. 170/HE/WB/OHEPEE/2019-20
2. Sl. of GIA register maintained by the Sanction Authority / Counter Signing Authority

1. Name of the Grantee : GOEDUABDUNV0013 GANGADHAR MEHER (G.M) UNIVERSITY SAMBALPUR
2. Category of Grantee : Autonomous Bodies(Category)- UNIVERSITIES(Sub-category)
3. Purpose of the Grant : Sanction of funds towards the non civil component of Universities selected in round 2
4. Whether conditional /unconditional. Unconditional! If conditional specify conditions:
5. Amount sanctioned in cash : Rs. 3000000
6. Amount sanctioned in kind (Specify in value and in quantitative terms) Rs. 0
7. Whether Recurring/ Non-Recurring : Recurring
8. Break-up of the Grant-in-aid (drawl is to be made separately for salary, Non-salary (Others) and creation of Capital Asset)

Salary	Non-Salary(Others)	For creation of Capital	Total
	3000000		3000000

9. Time limit is 31/03/2021 for utilization of GIA now sanctioned:-
10. Whether Grant-in-aid Register maintained by the Countersigning officer/ Drawing & Disbursing Officer:Yes
11. Designation of the Countersigning Officer : SPD, OHEPEE
12. Designation of the drawing and disbursement officer: OLSEDU003 - JOINT SECRETARY-CUM-STATE PROJECT DIRECTOR, (DDO-3) OHEPEE
13. Name of the Treasury/ Special Treasury/ Sub-Treasury in which GIA bill is to be presented for drawl: 1892 - Bhubaneswar Special Treasury No II OLA Campus
14. Detailed Head of Accounts under which Expenditure is to be booked.

Grants No.	Major Head	Sub-Major Head	Minor Head	Sub Head	Detailed Head	Object Head	NP/SP/CP /CSP	(Sector)State/Di st/None	Charged/ Voted	Normal/ TASP/SCSP
38	2202	03	102	3111	41407	918	SSS	State Sector	Voted	NORMAL

15. Cumulative amount of Grant-in-aid available with the Grantee Institution for expenditure during the Year.

I. Opening balance of the unspent balance as on 1st day of April of the year.	Rs.	0
II. Fund so far sanctioned/ released during the year.	Rs.	0
III. Fund now sanctioned in this year.	Rs.	3000000
IV. Total fund available with the Grantee during the current financial year (i + ii + iii)	Rs.	<u>3000000</u>

- | | | |
|-------------------------------------------------------------------|-----|----------------|
| 16. Expenditure so far incurred during the year up to | Rs. | 0 |
| 17. Balance available for expenditure during the year [15(iv)-16] | Rs. | <u>3000000</u> |
| 18. Whether U.C. is required to be furnished | | Required |

19. Utilisation Certificate furnished so far during the year under Report (i+ii+iii)

I. For the year (t-2)	Rs.	0
II. For the year (t-1)	Rs.	0
III. For the year t, if any, (year under report or current financial year)	Rs.	0
IV. Total Utilisation Certificate Furnished	Rs.	0

20. Balance U.C. pending:

a. As on 1st April of the year t (year under report or current financial year)	Rs.	16500000
--------------------------------------------------------------------------------	-----	----------

Signature Not Verified
Digitally signed by Surya Kumar Nayak
Date: 2020.05.07 14:53:51 IST

**GOVERNMENT OF ODISHA
HIGHER EDUCATION DEPARTMENT**

Letter No: 350/287 /HE /WB/OHEPEE/

Date: 19.04.22

From

Parameswaran B, IAS
State Project Director, OHEPEE

To

Chief Engineer,
Odisha State Police Housing and Welfare Corporation Ltd.
Janpath, Bhoi Nagar, Bhubaneswar, Odisha

Sub: Administrative approval for construction of Academic Block at Gangadhar Meher University, Sambalpur under World Bank Assisted Program (OHEPEE), Phase-II.

Ref: Your letter no: 3873 Dated: 31/03/2022

Sir,

With reference to the subject cited above, I am directed to inform you that Government in Higher Education Department has been pleased to accord administrative approval for the civil works to be undertaken in the University as below:-


Sl No	Name of the University	Name of the work	Administratively Approved Cost(In Rs.)
01	Gangadhar Meher University, Sambalpur	Construction of Academic Block at Gangadhar Meher University, Sambalpur	Rs. 7,07,46,000.00 (Rupees Seven Crore Seven Lakhs Forty Six Thousand Only)

Correctness of quantity with rates should be rechecked before accordance of technical sanction as per the approved drawing. Only one tender should be called for all the civil works to be taken up in the university.

This is for your information & necessary action.

Encl: One set of approved Estimate

Yours sincerely,


19/4/22
SPD,OHEPEE

**GOVERNMENT OF ODISHA
HIGHER EDUCATION DEPARTMENT**

Letter No: 1223 /HE/WB/OHEPEE/ 234 Date: 21.03.2020

From

Parameswaran B., IAS
State Project Director, OHEPEE

To

The Vice Chancellors,
Odisha State Open University, Sambalpur
Ramadevi Women's University, Bhubaneswar
Khallikote Cluster University, Berhampur
Gangadhar Meher University, Sambalpur
North Odisha University, Baripada
Shri Jagannath Sanskrit Vishvavidyalaya, Puri

Sub: Disbursement of funds towards non-civil activities under Odisha Higher Education Program for Excellence and Equity (OHEPEE).

Madam / Sir,

I would like to congratulate you on the signing of MoU and finalizing the list of activities to be carried out for your University under this program. It has been decided by the Government that all the civil activities under the program will be executed by the Works Department except for Sanskrit Vishvavidyalaya for which CPWD will execute civil works. For the non-civil activities, the Department is disbursing the first year fund to the Universities as per the details given below:-

Sl. No.	University	Amount	Remarks
1	Odisha State Open University, Sambalpur (OSOU)	1,65,00,000	2 nd year fund
2	Ramadevi Women's University, Bhubaneswar	1,65,00,000	1 st year fund
3	Khallikote University, Berhampur	1,65,00,000	1 st year fund
4	Gangadhar Meher University, Sambalpur	1,65,00,000	1 st year fund
5	North Odisha University, Baripada	1,65,00,000	1 st year fund
6	Shri Jagannath Sanskrit Vishvavidyalaya, Puri	1,65,00,000	1 st year fund
TOTAL		9,90,00,000	-

782

The universities are required to comply with the following guidelines for proper utilization of the funds:-

1. The fund is being released into the bank account of the University shared during MoU signing for implementing the activities. Diversion of the fund released herein for any other purpose / schemes is strictly prohibited. Necessary fund released to the Bank Account of Universities in their designated accounts opened for OHEPEE vide sanction order no. 201915963404, dated:04/03/2020 and TV no. 2202/18 dated 18.03.2020.
2. All the procurement of the goods and services made by utilizing the program fund shall comply with Finance and Procurement Manual (copy enclosed).
3. A separate scheme register is to be maintained. All the purchases and construction made under this project are to be entered in this register.
4. The Universities are required to utilise the program fund for the entire program period as follows:

Name of University	Total approved funds (Rs in Cr.)	Strengthening of Affiliated Colleges (Rs in Cr.)	Setting up of CoE (Rs in Cr.)	Civil Work in University Campus (Rs in Cr.)	Non-Civil activities for University (Rs in Cr.)
1	2	3	4	5	6
Ramadevi Women's University	20.00	8.00	1.50 (1 CoE)	8.00	2.50
Khallikote University	13.00	2.60	4.51 (1 CoE)	3.99	1.90
Gangadhar Meher University	13.00	0.00	1.30 (1 CoE)	5.20	6.50
North Odisha University	20.00	8.00	0.00	5.00	7.00
Shri Jagannath Sanskrit Vishvavidyal	20.00	5.00	0.00	12.00	3.00
Total Funds	86.00	23.60	7.31	34.19	20.9

5. Expenditure on strengthening of affiliated colleges and non-civil activities for universities has to be minimum the amount indicated under column nos. 3 and 6 respectively. Expenditure on items under column nos. 4 and 5 cannot be revised upwards. Expenditure on various sub

heads mentioned in the MOU for columns 3 and 6 are only indicative. They can increase or decrease during implementation.

6. As agreed upon during the signing of MoU, funds towards setting up of Centre of Excellence (CoE) are indicated in column 4 against the total number of CoEs to be taken up. Accordingly, the earmarked funds are to be utilised as per the approved ceiling per CoE. The Guidelines on CoE establishment are attached in Annexure I.
7. Funds for strengthening of affiliated colleges is to be utilised for faculty training, improving NAAC accreditation, on-time graduation, curriculum revision, SECC and other books distribution, purified drinking water facility, examination reforms, improving job competency, entrepreneurship promotion and such activities for affiliated colleges.
8. The training guideline issued by the department vide letter no.25896 dt. 12/9/18 and No. 628 dt.16/08/19, is to be followed for academic and non academic trainings. Faculty training plan for affiliated colleges be shared with the OHEPEE, PMU (saritaatu@gmail.com)
9. On-time graduation (OTG) improvement of undergraduate students of the state is one of the important Disbursement Linked Indicator (DLI) of OHEPEE. Utmost care is to be taken in this regard for maintenance of student registration and examination data. Affiliated universities are to display the OTG in the university website from academic year 2017-18 onwards on the basis of admission of students and the same is to be updated after each semester result publication. The detailed guidelines communicated vide this office letter no: 879 Dated: 03.12.2019 should be followed for display of the OTG.
10. Another important DLI is to provide training and handholding support to affiliated colleges for NAAC accreditation. Registrars were requested to ensure mentoring of all affiliated colleges which have completed 5 years and not yet applied /NAAC to expire by March 2020 are to be handheld and trained for submission of the IIQA and SSR. Similarly every year all the affiliated colleges who have the above criteria are to be included in the mentoring for NAAC accreditation. The Guideline for engagement of NAAC experts communicated vide this office letter no 1023 dated 16.01.2020 may be referred for achievement of the target. Achievements under points 9 and 10 carry approx. 33% of the total funding to be received from World Bank.
11. Regarding setting up of Project Monitoring Cell at the university level, Guidelines issued by the Finance Department vide OM No.37323/F, dt. 30.11.2018 is to be strictly followed. A maximum of 2 consultants having requisite qualifications can be engaged. Total expenses including other contingency expenses like stationery, electricity etc., shall not exceed 3% of total IDP fund.

Annexure I

Guidelines for Establishment and Operation of the Centre of Excellence (COE) established at State Universities of Odisha under Phase-II, OHEPEE, HED

Preamble : A number of Centers of Excellence (CoEs) have been selected to be established at the State Universities of Odisha based on an agreement with the World Bank under the Odisha Higher Education Program for Excellence and Equity (OHEPEE). The State universities were asked to submit their Institutional Development Plans (IDP) and proposals for specific COE to the OHEPEE, SPMU, HED and Odisha State Higher Education Council (OSHEC). The Concept of COE has been mooted with an objective of creating nuclei of excellence in faculty research in specific cutting edge areas of Natural Sciences, Engineering Sciences, Humanities and Social Sciences at the state Universities. This is a sequel to the State Government's financial grant to Utkal University for opening a central instrumentation centre (CIC) and other measures towards research upgradation. The idea is to promote and facilitate research in both fundamental and application oriented themes of interest to the state.

In response to the notification by the State Government, 05 CoE proposals were received from 04 universities in Phase-II funding of OHEPEE (05 universities funded in this phase). These proposals were sent for review to two different domain experts who are nationally renowned in these areas. The reviewers were provided a template where they critically assessed and commented on the relevance, the research gap, methodology, expected outcomes, budget and feasibility of the proposals. They also submitted their suggestions for improvement and evaluated the proposals on a scale of 10.

On receipt of the reviews, they were analyzed and the concerned teams led by respective Vice Chancellors from the universities were invited for a discussion meeting at the OSHEC & SPD, OHEPEE level. The discussion meeting was chaired by Vice Chairman, OSHEC in the presence of SPD, OHEPEE. 03 out of 05 CoE proposals were finally selected for funding. The entire process took place on the day of MoU signing for OHEPEE program with each University.

Since creation of COE is a first in the state, it was decided to designate few nationally renowned domain experts as academic mentors to each proposal. The mentors will closely monitor the progress of research, provide suggestions, guidance and suggest mid-course corrections if deemed necessary. The expenditure towards mentor's TA, Hospitality and Honorarium would be paid out of the project funding by the University. The frequency of consultation with the mentor will depend on the specific nature of the project and the need of the lead investigator. It was suggested that the COE's have more frequent interaction in the first year to shape the focus and then have periodic visits once or twice a year. Mentor's detail for each CoE is recommended in this guideline from the suggestive list given by external reviewers.

In view of its novelty, the following operating procedures would be followed regarding implementation of the COE.

1. Financial :

Normally, the Budget will be released in four equal installments. In case the COE has incorporated civil infrastructure, the designated funding will be released to PWD/WD based on the estimates submitted by them. The COEs would need to discuss their user requirements with the concerned CE, WD, Govt. of Odisha. For all other purposes, OGFR and/or procedures followed by the respective universities (as per their acts, statute and Financial Manual) would apply. Submission of audited account and timely progress report to the SPMU, HED will be pre requisite for release of funding in successive years.

2. Man Power:

The COE will recruit manpower under the following categories in project mode:

2.1 Research associates or post doctoral fellows (pdf) :

- a. These would be recruited on the basis of an all India advertisement in one national and one local news paper apart from e-mail publicity to various groups having domain expertise in specific area.
- b. Must have a Ph.D. degree in closely related area with at least 3 publications in WOS or Scopus indexed journals. He also must have a first class in Bachelor or Masters degree from a recognized university.
- c. The Consolidated monthly emoluments would be Rs. 30000/- pm at the lowest and Rs. 40000/- pm at the highest with an increment of 10% per year on satisfactory performance based on achievement of set milestones.
- d. The applicant would be required to give a seminar on her/his research area in presence of an assessing committee consisting of the Vice Chancellor of the university, The COE coordinator, the mentor to the project, one domain expert to be chosen by the Vice Chancellor (equivalent to Professor rank academicians) ,VC OSHEC or his nominee (at least a Professor rank academician). The appointment would be renewable annually after an academic review as above.
- e. The RA or PDF as the case may be would be required to work both in the lab or in the field and would be required to publish at least in SCI indexed journal paper per year on the area of work being done at the CoE.

2.2 Research fellows will be taken from UGC/CSIR JRF or Odisha Research Incentivisation Scheme

2.3. Technical /Research Assistants:

- a. Recruited through advertisement in Local paper
- b. Applicants must hold a second class masters degree in the relevant discipline with at least 55% marks in aggregate.
- c. Must be less than 30 years of age on the last date of advertisement

- d. Experience with field work, computer, instruments and research or field work would be preferred.
- e. To be selected through an interview (committee to be constituted by the coordinator of the COE and approved by the Vice Chancellor. A nominee of OSHEC will be a member)
- f. Gross emoluments will not exceed Rs. 12000 pm with fixed term appointment renewable annually.

2. 4. Office Assistant:

- a. Minimum 12th pass with age not exceeding 25 years as on the last date of advertisement
- b. Elementary knowledge of Computers and office work
- c. To be selected through an interview (committee to be constituted by the coordinator of the COE) and approved by the Vice Chancellor.
- d. Gross emoluments will not exceed Rs. 8000/- pm with fixed term appointment renewable annually

3. Broad Timeline :

The date of sanction/transfer of funds to the university will be the start day for the respective COEs.

- a. Start day to 3 months : Recruitment, Drawing up technical specification of equipment and discussion with works department
- b. 3 months to six month : Recruitment completion, Procurement started. Research Plan finalization in to phases
- c. Six months to one year : Start of Deliverables
- d. Nov-Dec every year : Annual Reviews and recommendation for next year's funding

4. Procurement : All technical procurement must have AMC attached

5. Annual Reviews :

Every year, during November to December, the COEs will undergo an Annual Review. The reviewing will be done by a review committee consisting of the following:

- a. Vice Chairperson OSHEC
- b. VC of Concerned University
- c. PD, OHEPEE
- d. Mentor/s of the COE
- e. One External Domain Expert to be selected by OSHEC
- f. Nominee of World Bank

Each COE will make a presentation based on work carried out. Satisfactory progress of the project will enable release of next year's funding. The funding for the annual review will be borne by OHEPEE.

6. Publications/Patents/ Projects :

Apart from other translational deliverables, the COEs are expected to publish high quality papers, books and apply for Patents. The publications must necessarily be in High quality journals (SSCI/SCI/ WSC/PUBMED indexed). Books if any must be reviewed. The papers must address a research gap and open new pathways of further research. Data or information generation must be in relevant areas and must not take incremental route. As far as possible, minor incremental research is to be avoided.

Every COE must write and apply for other funded project to regional / national / international agencies. At the end of 3 years, each CoE must aim to have at least 1 Crore worth of funded project.

Every publication must acknowledge funding from OHEPEE, HED, Government of Odisha. All equipment purchased or infrastructure must have a label depicting assistance from OHEPEE, HED.

7. Details of Approved COEs in Phase-II, OHEPEE, Higher Education Department, Odisha

University	Title of CoE	Amount Approved for CoE (Rs in Cr)	Mentor for the CoE
Khallikote University, Berhampur	Bioprospecting of Ethnopharmaceuticals in Southern Odisha	4.51	Prof M Mishra, Former Professor of Botany, Berhampur University, Odisha
Rama Devi Women's University, Bhubaneswar	Translation and Life Writing	1.50	Prof Bikram Keshari Das
Gangadhar Meher University, Sambalpur	Odisha Centre for Geriatrics and Gerontology (OCGG)	1.30	Prof Tattwamasi Paltasingh, Sociology Department, Sambalpur University, Odisha
		7.31	

**Odisha Higher Education Program for Excellence and Equity
(OHEPEE)**

Finance and Procurement Manual

Extracts from the Project Implementation Manual

(As per the requirement of Higher Education Institutes)

**State Program Management Unit
Higher Education Department,
Government of Odisha, Bhubaneswar
March 2020**

Contents

SECTION-01: FINANCIAL MANAGEMENT	6
1.1 OVERVIEW	6
1.2 FINANCIAL PLAN	6
1.2.1 FUND FLOW MECHANISM	7
1.2.2 FUNDING BY THE STATE GOVERNMENT	7
1.2.3 FUND FLOW HIERARCHY	9
1.2.4 COMPONENTS	9
1.2.5 FUND DISBURSEMENT MODALITIES.....	9
1.3 AUDIT ARRANGEMENTS	10
1.4 PERFORMANCE CONTRACT / MoU	10
1.5 TRANSFER OF FUNDS TO UNIVERSITIES.....	11
1.6 ACCOUNTING UNDER THE PROGRAM.....	11
1.7 DELETED	11
1.8 BOOKS OF ACCOUNTS TO BE MANTAINED	11
1.9 MAINTENANCE OF THE CASH BOOK	13
1.10 GUIDELINES FOR PAYMENTS.....	13
1.11 GUIDELINES FOR RECORDING OF ACCOUNTING TRANSACTIONS	14
1.12 REPORT TO BE SUBMITTED BY HEIs	14
1.13 BANK RECONCILIATION STATEMENT (BRS).....	14
1.14 FINANCIAL AND ACCOUNTING POLICIES.....	15
SECTION – 02: PROCUREMENT MANAGEMENT	16
2.1 GENERAL	16
2.2 Guidelines for Procurement of Goods & Services	16
2.3 Authorities Competent To Administratively Sanction Purchase of Goods	16
2.4.1 Purchase of goods worth up to Rs 15,000/- without quotation	17
2.4.2 Purchase of goods costing more than Rs.15000/- worth up to Rs 1,00,000/- by Local Purchase committee	18
2.4.3 Open/Advertised Tender Enquiry	18
2.11 Procurement Plan & Monitoring.....	23
2.12 Misprocurement	23
2.13 Record Keeping	23
2.14 Administrative Expenditure.....	23
SECTION - 03: GUIDELINES FOR AWARDING CIVIL WORKS	25

Abbreviations and Acronyms

AA/AS	Administrative Approval/Administrative Sanction
AC	Air Conditioner
ACS	Additional Chief Secretary
AG	Accountant General
AISHE	All India Survey of Higher Education
ATE	Advertised Tender Enquiry
BIS	Bureau of Indian Standards
BRICS	Brazil, Russia, India, China, and South Africa
BRS	Bank Reconciliation Statement
CAG	Comptroller and Auditor General
CAGR	Compound Annual Growth Rate
CAPA	College Accounting Procedure Automation
CB	Capacity Building
CBCS	Choice-based Credit System
CL	Casual Leave
CoE	Center of Excellence
CPCB	Central Pollution Control Board
CPMU	Cluster Project Management Unit
CPS	Country Partnership Strategy
CPWD	Central Public Works Department
CQS	Selection Based on Consultants' Qualification
DA	Dearness Allowance
DC	Direct Contracting
DD	Demand Draft
DDO	Drawing and Disbursing Officer
DGS&D	Directorate General of Supplies and Disposals
DLC	District-level Consultant
DLFA	Directorate of Local Fund Audit
DLI	Disbursement-linked Indicator
DLR	Disbursement-linked Result
EA	Executing Agency
EAMP	Environment Audit and Management Plan
EAP	Externally Aided Project
EHS	Environment, Health, and Safety
EIC	Engineer-in-Chief
EIRR	Economic Internal Rate of Return
EMD	Earnest Money Deposit
ESSA	Environmental and Social Systems Assessment
F&C	Fraud and Corruption
FBS	Selection under a Fixed Budget
FBS	Selection under a Fixed Budget
FDP	Faculty Development Program
FM	Financial Management
FO	Finance Officer
FP	Financial Plan
FRR	Financial Rules and Regulations
FSA	Fiduciary System Assessment
FY	Financial Year
GB	Governing Body
GDP	Gross Domestic Product
GER	Gross Enrollment Rate

GO	Government Order
GoI	Government of India
GoO	Government of Odisha
GRM	Grievance Redress Mechanism
GRS	Grievance Redress Service
GSDP	Gross State Domestic Product
GST	Goods and Services Act
HE	Higher Education
HED	Higher Education Department
HEI	Higher Education Institution
HoD	Heads of Department
HQ	Head Quarters
IA	Implementing Agency
IBRD	International Bank for Reconstruction and Development
ICP	International Competitive Procurement
IDA	International Development Association
IDCO	Industrial Infrastructure Development Corporation
IDG	Institutional Development Grant
IDP	Institutional Development Plan
INR	Indian Rupees
IPF	Investment Project Financing
IT	Information Technology
IUFR	Interim Unaudited Financial Report
IVA	Independent Verification Agency
KBK	KalahandiBolangirKoraput
KPI	Key Performance Indicator
KRA	Key Results Area
LCS	Least-Cost Selection
LFAO	Local Fund Audit Organization
LIS	Low Income States
LOI	Letter of Intent
M&E	Monitoring and Evaluation
M. Phil	Master of Philosophy
MHRD	Ministry of Human Resource Development
MIS	Management Information System
MoEFCC	Ministry of Environment, Forests and Climate Change
MOOC	Massive Open Online Course
MoU	Memorandum of Understanding
MPAD	Member of Parliament Local Area Development Fund
NAAC	National Assessment and Accreditation Council
NCP	National Competitive Procurement
NEFT	National Electronic Funds Transfer
NPV	Net Present Value
NSS	National Sample Survey
OAS	Odisha Administrative Service
OE	Office Establishment
OEA	Odisha Education Act 1969
OFS	Odisha Financial Service
OGFR	Odisha General Financial Rules
OHEPEE	Odisha Higher Education Program for Excellence and Equity
OPHWC	Odisha Police and Housing Welfare Corporation
OPRC	Operational Procurement Review Committee
OSHEC	Odisha State Higher Education Council
OTG	On Time Graduation
PAD	Program Appraisal Document

PAN	Permanent Account Number
PAP	Program Action Plan
PD	Program Director
PDO	Program Development Objective
PDO	Program Development Objective
PFMS	Public Financial Management System
PforR	Program for Results
Ph.D	Doctor of Philosophy
PIA	Project Implementing Agency
PIM	Project Implementation Manual
PMU	Project Management Unit
PPSD	Project Procurement Strategy for Development
PRC	Peer Review Committee
PSC	Project Steering Committee
PSU	Public Sector Undertaking
PWD	Public Works Department
QBS	Quality-Based Selection
QCBS	Quality- and Cost-Based Selection
RBF	Results-based Financing
RDD	Rural Development Department
REOI	Requests for Expression of Interest
RFP	Request for Proposal
RTGS	Real Time Gross Settlement
RTI	Right to Information
RUSA	RashtriyaUchhatarShikshaAbhiyan
RWD	Rural Works Department
SAMS	Student Admission Management System
SBD	Standard Bidding Document
SC	Scheduled Caste
SC	Scheduled Caste
SHEC	State Higher Education Council
SORT	Systematic Operations Risk-Rating Tool
SPD	State Project Director
SPMU	State level Project Management Unit
SSA	Social Systems Assessment
ST	Scheduled Tribe
ST	Scheduled Tribe
STEP	Systematic Tracking of Exchanges in Procurement
SWOC	Strength Weakness Opportunity & Challenges
TA	Technical Assistance
TEQIP	Technical Education Quality Improvement Project
TNA	Training Needs Assessment
TOR	Terms of Reference
UC	Utilization Certificate
UGC	University Grants Commission
UNDB	United Nation Development Business
US	United States
VC	Vice Chancellor
WB	World Bank
WC	Water Closet

SECTION-01: FINANCIAL MANAGEMENT

1.1 OVERVIEW

The Financial Management (FM) has been designed with a view to meet the requirements of the Program. The objectives of FM shall primarily be:

- To achieve better Program Management by providing timely information on Financial aspects and on key performance indicators to the Program management
- To meet the financial reporting requirements of various stakeholders
- To keep track of fund utilization by the University
- To provide reasonable assurance that the resources/funds are being used effectively and efficiently for their intended purpose
- To enhance transparency and promote accountability at the University level

To achieve these objectives, the finance manual provides for the accounting policies to be followed by the Universities. All expenditures, budgeting, financial reporting shall be made according to the guideline as prescribed in the manual.

1.2 FINANCIAL PLAN

The Odisha Higher Education Program for Excellence & Equity (OHEPEE) program spreads over a period of 5 years from financial year 2018 to 2022. The total operation cost of the OHEPEE is US\$ 170 million. The proposed Program will primarily focus on the improvement of the quality and equity of the Higher Education Institutions. The total operation cost and its financing is as follows:

Operation Cost and Financing (US\$, millions)

Financing	Cost (in million US\$)
1. Total Operation cost (OHEPEE) FY 2018–FY2022	170
2.(a) Total Program cost FY2018-FY 2022	165
(b) IPF component	5
3.(i) State Government Share	51
(ii) IBRD loan	119

The release of loan amount by World Bank to Govt. of Odisha will be based on the following items which are called ‘Disbursement-linked Indicators’

DLIs
<ul style="list-style-type: none"> • DLI 1: Improved quality of selected government and government-aided institutions (increased percentage of selected colleges that have improved their NAAC grade from the previous cycle of accreditation) • DLI 2: Increased on-time graduation rate of students in undergraduate degree programs in selected institutions (disaggregated by women, ST, SC, and total students) • DLI 3: Annual performance milestones met by the HED and selected institutions
<ul style="list-style-type: none"> • DLI 4: Revised regulations on the creation/composition of GBs and their functioning issued by the HED and percentage of affiliated government-aided colleges that implement the regulations • DLI 5: Improved fiduciary management in selected institutions <ul style="list-style-type: none"> ○ DLI 5(a): Percentage of selected aided institutions that completed data entry using online FM system ○ DLI 5(b): Enhanced procurement management

1.2.1 FUND FLOW MECHANISM

Program-specific bank accounts will be opened at the Universities for implementing the program. Program activities, fund release and monitoring will be tracked through Public Finance Management System (PFMS). The funds flow process from the World Bank to the GoO (through GoI) is linked exclusively to the achievement of agreed results or DLIs. The fund flow protocol defines the timing and conditions required for fund disbursement.

1.2.2 FUNDING BY THE STATE GOVERNMENT

The State Government shall provide funds to the selected Universities for the execution of the Program. The funding by the State government to the Program would be made through allocation of funds in its annual budget under the account head of OHEPEE. Hence, the budgetary allocation would indicate the funds available for the Program for that year.

- All financial assistance to the Universities, expenditure relating to civil works, purchase of equipment and other expenses will be disbursed through the Odisha Treasury Management System and PFMS.
- All State level contracts (Goods & Services, Consultant services, Civil works and so on) will be recorded at the PMU level for tracking all expenditure during the program period. The Contract / payment register will be helpful in tracking the Program

progress and timely providing of required information. All purchases and works at the Universities will be entered in the program Asset register of Universities.

Fund release by World Bank will be based on DLIs (Delivery Linked Indicators) achieved immaterial of financial progress during the project period. However, after the program is closed, the fund release to various Universities will be reconciled by WB to satisfy that the Govt. of Odisha has released the agreed loan amount to Universities. The total Project is for US \$ 170 million with 70% as loan from WB and 30% contributory share form Govt. of Odisha. Taking a conversion value of US \$ 1 = Rs 63, the total Project is for Rs. 1071 crores. The plan of HE department for fund utilisation is as follows:

- In first year of the project (2017 -18), first round of selection of HEIs will be done.
- Another round of selection of HEIs will be done after 12 to 18 months of 1st selection.
- In round 1, 70 colleges (440 Cr) and 6 Universities (150 Cr) are to be supported.
- In round 2, 70 colleges and some Universities are expected to be supported with Rs. 370 Cr and Rs. 86 Cr respectively. Depending on the requirements of fund for training and new components, number of round two HEIs and fund for them may be modified.

The fund release plan is as below:

Sl. No	Heads	2017-18	19	20	21	22
1	Program amount in Cr Rs. 1071	171.4	257	214	225	203.6
2	Program(US\$ 170mn)in %	16	24	20	21	19
FUND RELEASE						
3	Round 1 (70 colleges: 440 & 6 Univ. : 150) 590 cr	118	118	118	118	118
4	Round 2 (70 colleges : 370 & 5 Univ. : 86) 456 cr	--	114	114	114	114
5	PMU OE, M&E, studies etc (in cr)	5	5	5	5	5
6	Total in cr (Rs)	123	237	237	237	237
	Total in %	11.5	22.13	22.13	22.13	22.13

The fund for round 1 Universities will be released 20% every year for 5 years.

The fund for round 2 Universities will be released 25% every year for 4 years.

5 year action plan/ work plan will be approved for round 1 Universities & 4 year action plan for round 2 Universities. However, action plans can be modified later as per requirements, if any arise in future. Such modification will be subject to overall fund envelope for the University.

Fund release by WB is only after verification of achievement of DLIs. Verification happens only after the academic year is complete i.e., the process for verification for year 1 starts in year 2 and so on. Independent Verification Agencies (IVAs) certify achievement of DLIs to WB before WB releases fund for DLIs.

The Universities and Implementing Agency which have submitted 60% UC for previous pending amounts and satisfactorily achieved DLIs and other milestones will be released funds.

1.2.3 FUND FLOW HIERARCHY

The PD- OHEPEE will be declared as DDO for the program and fund will be released from the budget with ACS, HE's approval on fulfilment of above mentioned conditions to the Universities Implementing Agencies (IA). Once the action plan for each University is finalised, for effective implementation, items to be executed by University & items to be executed by IAs will be mutually agreed upon. The fund recipients will be mapped under PFMS, wherever applicable.

1.2.4 COMPONENTS

Upto 40% of the total fund can be spent on civil works (new, repair, renovation) and major equipment by Universities. The various Govt. deptts (PWD and RD) will be engaged for the execution of civil works. It will be explored to develop standardised tenders on turnkey basis for civil works for better monitoring.

Other components include faculty recruitment, training, minor equipment and other procurements (textbooks, lab items etc.), Monitoring & Evaluation, studies for improving excellence & equity etc., Centralised purchase through standard bids for common items will also be taken up.

1.2.5 FUND DISBURSEMENT MODALITIES

- For disbursement of the PforR component, the loan amount will be released by the World Bank to the Government of Odisha (through the GoI) upon achievement of certain outcomes (Disbursement Linked Indicators).
- There are five DLIs spread across the Program period. The list of the DLIs, the Disbursement-linked Results (DLRs), and amount allotted towards achievements

of each DLIs, deadlines for achievement of all DLIs and the proposed annual financing allocations across DLIs are fixed.

- The disbursement will be contingent upon the satisfactory evidence furnished by the GoO to the World Bank regarding achievement of various DLIs. These achievements will be verified either by an Independent Verification Agency (IVA) or by the World Bank as specified in the verification protocol.
- The amount of funds to be disbursed by the State Government will be limited to its budgetary allocation for the Program.
- Program-specific bank account will be opened at the University level for implementing program-level activities. The University would not be allowed to divert the amount to other schemes.
- Universities shall be fully responsible for proper utilization of the funds and also submit the Program progress reports to the PMU in the prescribed format as per dateline.
- If a selected University receives a specific grant amount from RUSA, equivalent amount will be deducted from the total amount for that University.

1.3 AUDIT ARRANGEMENTS

Each University funded under this Program has to maintain transparent accounts which are subject to audit under periodical intervals.

The annual audit reports of Universities receiving IDG grants under the Program will be reviewed and monitored by the PMU / HED as part of its due diligence, and completion of audit will be an essential condition for release of subsequent grant releases

The audit of the Universities will be carried out by the Common Cadre Auditors of Higher Education Department (HED).

1.4 PERFORMANCE CONTRACT / MoU

After the final selection of the Universities, the Registrars of the selected Universities will be invited by the SPD, OHEPEE, to sign the Performance Contract. For the total IDG amount to be released to the Universities, a 5 year action plan for the proposed expenditure will be mutually agreed between HED and University.

The Contract will be binding on the following participating parties:

Government of Odisha – the awarder, represented by the Additional Chief Secretary, Higher Education Department.

University – the recipient, represented by the Registrar of University

1.5 TRANSFER OF FUNDS TO UNIVERSITIES

- The amount of funds to be disbursed by the State Government will be limited to its budgetary allocation for the Program.
- Universities shall be fully responsible for proper utilization of the funds and also submit the quarterly Program progress reports (physical and financial) to the PMU.

1.6 ACCOUNTING UNDER THE PROGRAM

- Each Universities will be subject to the financial supervision under the Program including timely reporting, compliance with Financial Management (FM) guidelines, audit etc. Accounts bursar of each Universities shall be the person primarily responsible for implementation of sound FM guidelines for the accounts under him/her.
- The bank accounts of the Universities to which the transfer was made by the HED is required to be reconciled periodically.

1.7 DELETED

1.8 BOOKS OF ACCOUNTS TO BE MANTAINED

The following is the list of books of accounts that are to be maintained to record the financial transactions of the program by the PMU / Universities.

a) Cash Book

- b) **Cheque Issue Register:** The Universities are required to maintain a Cheque Issue Register and record details of all cheques issued, including details of stale and/or cancelled cheques. The cheques should be issued after entering particulars of the same in the Cheque Issue Register. The register will contain the following details- Sl. No, date of issue ,bank name, name of the party in whose favour the cheque has been issued, purpose for which it is issued, amount and signature of the authorised person and signature of the payee, details of cancelled/ stale cheques.

Controls on cheque Issue

- Cheque to be crossed “A/C payee only” clearly written on the cheque or by affixing a rubber stamp
- Cheque to be written clearly ensuring figures and words mentioned in the cheque match
- A cheque-safe sticker or a piece of transparent cello tape shall be affixed on the ‘amount in figure’ to prevent tampering.
- For the SPMU, cheque will be signed jointly by the Program Director and the Finance Officer.
- Before issue of a cheque, sufficient fund in Bank Account is to be ensured.
- The cheque books are to be kept in proper custody.

- c) **Salary Register:** It is to be maintained to indicate the payrolls prepared containing the details like total amount of salary paid to the consultants/ employees of PMU. Entries are to be made from the Pay bills including Gross salary, various recoveries and net salary paid. The register is to be totaled at regular interval for the following purpose-Income Tax TDS, IT certificate to be issued and for calculation of different elements constituting the Salary.
- d) **Contract Register** – A contract register showing details of the contract entered will be **maintained**. The register should have a separate folio for each contract.
- e) **Fixed Asset Register (Acquired / Constructed)** – The existing fixed asset register of the University has to be updated containing all the fixed assets which are in possession of the University. Even assets purchased under various schemes (UGC, MPLAD, RUSA, State Grant etc.) whose unit value is more than Rs. 1000/- has to be updated in the fixed asset register.

A separate scheme register is to be maintained for all the purchase/ construction made under this project. When purchase/ construction happens, items of value more than Rs 1000/- are to be simultaneously entered in fixed asset register.

The separate **scheme register** in respect of fixed assets worth value more than Rs.1000/- is to be maintained to ensure the existence, custody, serviceability and accounting of the fixed Assets in the following manner.

- It should contain the following details: the date of acquisition of Asset, Description/Bill No, Cost of the Asset, Details of the Suppliers
- The register should be updated for every addition /transfer/disposal of the same.
- No fixed assets shall be disposed without the consent of the Principal / Registrar as applicable.
- Physical verification of all fixed Assets should be made at least once a year and documented. Discrepancy or non-serviceability of any fixed Assets shall be reported to P.D.
- Custodian of the Fixed Assets should be clearly mentioned in the register.
- Insurance of the Fixed Assets should be made wherever deemed necessary.

1.9 MAINTENANCE OF THE CASH BOOK

- The Universities are required to maintain a separate Cash Book for the program.
- All receipts and payments will be posted in the Cash Book on a regular basis. The entries will mention the date, head of account, the voucher number, the cheque number and a short description of the transaction.
- The Cash Book will be certified, summarized, closed and signed on the last working day of the month by the accountant. The monthly closing balance will have details of balances available in the Bank Pass Book and the details of the Cash-in-Hand.
- All receipts of money will be entered in the Cash Book on the day they are received.

1.10 GUIDELINES FOR PAYMENTS

While making cash payment, the following procedures is to be followed.

- i. Appropriate prior authorisation is to be ensured.
- ii. It is to be ensured that the Bill attached to the Voucher is original with other supporting Documents.
- iii. No overwriting on the Bill
- iv. The quantum of payment matches with the figure of the payment
- v. The signature of the preparer of the Voucher and approval of the payment should be therein on the Voucher.
- vi. Counter signature of the payee to be taken on the voucher on payment
- vii. Prefix "Paid and cancelled" Rubber Stamp along with the date of payment.

The payment will be effected through Bank Voucher for payment made through Cheques/bank transfers and through cash Vouchers for payments made in cash.

The Voucher shall contain the following: Voucher no- Voucher date-Account Code-Category-Component-Payee-cheque/cash-Bank name- Cheque number/Draft no/P.O. No- Amount.

- All payments must be supported by documents such as bills, receipts and cash memos.
- All payments made for construction of civil works, repair and maintenance, procurement of goods and services shall be made only through account payee cheque/DD/PFMS/NEFT/RTGS. However the HEIs can make cash payment aggregating up to Rs. 5,000/- per month for petty expenses relating to this Program.
- All paid vouchers and documents will be retained for the period of 10 years.

- When disbursing the payments, signature of the payee or his authorized representative acknowledging receipt of cash or cheque as the case may be shall be obtained.
- Prior to payment of Rs. 1000/- or above for goods / services, a statement of completion of the job or assignment should be obtained.
- Cheque book/money should always be kept under lock and key in safe custody of the Accountant. As far as possible payments will be made through PFMS/NEFT/RTGS.
- Cancelled cheques should be retained in the cheque books. The word 'CANCELLED' should be written over the cancelled cheques.
- Payment must be posted in the Cash Book on the same day of transaction.

1.11 GUIDELINES FOR RECORDING OF ACCOUNTING TRANSACTIONS

- **Bill Payments:** This is recorded as a debiting the Expenditure to the extent released to them. The deductions against their bill, on account of taxes, retention money etc will be recorded as debited under the same head and crediting similar amount under the head 'Contractors' Deductions and Deposits.
- **Bank Charges:** If any bonafide charges have been deducted from the account, a debit entry is recorded in the Bank column as 'Bank Charges'.
- **Correction of Mistakes:** In the event of a mistake being discovered at a later date, it will be corrected by another entry on the date of discovery and NOT by overwriting / erasing / correcting the wrong entry and any resulting changes in the voucher or cash book. The correction entry will have the same head of account as the original one.

1.12 REPORT TO BE SUBMITTED BY HEIs

The Universities receiving the fund are required to submit the quarterly progress report of the program (physical and financial) to the HED within 5days from the end of the quarter. The PMU will closely monitor the Universities for effective implementation of the project for which **quarterly Progress reports** may be prepared at the level of SPMU and the report should be shared by HED with Finance Department within 10 days from the end of the month.

1.13 BANK RECONCILIATION STATEMENT (BRS)

Bank Reconciliation Statement (BRS) shall be prepared at the end of **every month** for each bank across the project i.e. at the PMU as well as in all the Universities to ascertain the reasons of difference between balances as per books and as per Bank Statements. Any difference should be enquired and accounted for. Bank Account Statement /up to date bank pass book should be obtained on a monthly basis for the said purpose.

(a) Cheques older than 3 months from the date of issue should be written back in to cash book noting the reference number and date of payment voucher and liability towards concerned head of Account to be created for payment in future.

(b) Writing the liability back for un-presented cheques: Up to 3 years from the date the cheque becomes state, efforts should be made, by writing to the payee for taking the payment, failing which the following entry will be passed.

c) Issue of fresh cheque in lieu of a lost cheque :

Before issue of a fresh cheque in lieu of a lost cheque, the following steps shall be taken.

- A confirmation will be obtained from the drawee bank that the payment has not been made so far against the cheque
- A stop payment order will be issued on the drawee bank for the lost cheque against acknowledgement
- A letter of Indemnity on a stamp paper or on a plain paper in case of a staff member will be obtained from the beneficiary. As regards passing of accounting entries for issuing fresh cheque in lieu of lost cheque, the intermediary account viz Sundry Liabilities A/c, Sundry Deposits may be operated by passing the following entries.

1.14 FINANCIAL AND ACCOUNTING POLICIES

This chapter lays down the financial and accounting policies for the Program. It should be noted that the financial and accounting policies contained in this manual shall supplement the policies given in the State Financial Rules or any other applicable rules followed by the State.

Method of Accounting

Cash Basis of Accounting: The Program accounts will be maintained in the cash basis of accounting, i.e., a transaction should be accounted at the time of making payments only.

SECTION – 02: PROCUREMENT MANAGEMENT

2.1 GENERAL

The Procurement management of the OHEPEE will be executed as per the Finance and Procurement Manual, in tune with OGFR (Odisha General Financial Rules) and Finance Department's Office Memorandums; specifically OM No. 4939/F dated 13.02.2012 (Guidelines for Procurement of Goods), OM No. 42284/F dated 26.09.2011 (Guidelines for Outsourcing of Services) and OM No. 42280/F dated 26.09.2011 (Guidelines for Engagement of Consultants). The HEIs selected under OHEPEE are required to abide by the above mentioned Rules, manuals and office memorandums.

The objective is to inform the Colleges / Universities funded under OHEPEE and the state PMU/ Engineering departments of Govt or Govt PSU which may execute some works on behalf of the Colleges / Universities on the financial norms that govern the procurement of goods, services, consultancy services and civil works required for the project. All procurement and civil works will be carried out as per the Procurement Manual.

The rights and obligations of the Colleges/ Universities and Executing Agencies (EAs) are governed by the bid documents and by the contracts signed by the Colleges/ Universities/ EAs with the providers of goods, services, consulting services or civil works. The responsibility for the award and administration of contracts under the project is with the Colleges/ Universities/ EAs.

The Colleges/ Universities/EAs must ensure that the proceeds of any fund are used only for the purposes for which the fund was granted, with due attention to considerations of economy, efficiency and established procedures. The specific procurement rules and procedures to be followed in the implementation of a project are explained in the procurement manual. Deviations from the manual on any particular purchase can be made only after the prior approval of the Department.

2.2 Guidelines for Procurement of Goods & Services

Government of Odisha's Finance Department's Office Memorandum No. 4939 dated 13.02.2012, 42284 dated 26.09.2011 should be fully complied with.

2.3 Authorities Competent To Administratively Sanction Purchase of Goods

The following authorities competent to sanction contingent expenditure and execute contracts and sanction purchases may undertake procurement of goods within the financial limits prescribed below;

Sl. No	Authority	Power to execute contracts and sanction purchases	Power to sanction contingent expenditure
1	HE Department	Full power	Full power
2	SPD - OHEPEE	5crore	Rs. 10Lakhs in each case of Recurring and Rs. 50 Lakhs in each case of non- recurring.
3	VC of University	Full power	Full power
4	Registrar of the University	Rs 20 Lakhs	Rs. 5 Lakh in each case(recurring/ non-recurring)
5	HoD of University	Rs10 Lakhs	Rs. 5 Lakh in each case(recurring/ non-recurring)
6	Governing Body	Rs20 Lakhs	Rs. 10 Lakh in each case(recurring/non- recurring)
7	3 member committee of Principal, Accounts bursar and IDP coordinator in case of Government / Aided College	Rs10 Lakhs	Rs. 2 Lakh in each case (recurring/non-recurring).

2.4 Procurement of Goods/Services may be executed by any one of the following methods

Sl. No	Value of Goods/Services (in Rs)	Method of Procurement
1	< = 15,000/-	Direct Purchase
2	>15,000/- to 1,00,000/-	Local Purchase Committee
3	> 1,00,000/- and so on	Open Tender Enquiry

2.4.1 Purchase of goods worth up to Rs 15,000/- without quotation

Purchase of goods up to the value of Rs.15000/- on each occasion may be made without inviting quotations or bids on the basis of a certificate to be recorded by the competent authority in the following format.

“I am personally satisfied that these goods purchased are of requisite quality and specification and have been purchased from a reliable supplier at a reasonable price”.

The authority to certify such purchase without quotation will be

- a) Registrar / HoD in case of Universities
- b) Principal in case of colleges

2.4.2 Purchase of goods costing more than Rs.15000/- worth up to Rs 1,00,000/- by Local Purchase committee.

Procurement of Goods where the estimated amount is greater than Rs 15,000/- and less than equal to Rs 1,00,000/- on each occasion through constituting a “Local Purchase Committee” with minimum of three members in the committee as follows:

UNIVERSITY	COLLEGE
Registrar/HoD of the University, Chairperson	Principal, Chairperson
Faculty 1, Member	Accounts Bursar, Member
Faculty 2, Member	IDP Coordinator, Member

- ✓ Inviting three quotations is not required under this process.
- ✓ Before recommending placement of the purchase order the members of the Committee will jointly record a certificate as follows;

“Certify that we.....,members of the local purchase committee are jointly and individually satisfied that the Goods recommended for purchase are of the requisite specification and quality, priced at the prevailing market rate and the supplier recommended is reliable and competent to supply the goods”.

2.4.3 Open/Advertised Tender Enquiry

Regarding purchase of Goods, the guidelines issued by Finance Department vide Office Memorandum Number-4939/F dated 13.02.2012 will be followed.

- ✓ Inviting bids through open tender process is mandatory.
- ✓ Single tender paper cannot be prepared and bids cannot be invited for different type Goods to be procured. Eg: Computers & furniture requires different eligibility for bid participation & so should not be clubbed together.
- ✓ The tender document must be prepared in two parts i.e Technical part and Financial part.
- ✓ Documents to be submitted along with bid proposals

The bidders have to furnish the following documents (as per relevance and estimated value) along with the proposal:

- GST Registration Certificate
 - Authorization certificate from the manufacturer
 - PAN Card of the firm
 - Audited Financial Statement of preceding 3 financial years
 - Income Tax return of preceding 3 financial years
- ✓ During the process of evaluation of the Proposals received, authority may ask bidders for clarifications on their proposals and the bidders shall respond within the time frame as mentioned. Further the authority reserves the right to modify the contents of the RFP before the last date of submission under intimation and the bidders may be asked to amend their proposal due to such amendments. In order to provide the prospective bidders reasonable time to take the amendment into accounting preparing the bids, the authority may extend the last date for receipt of Bid. Any such amendments will be uploaded on the website and need to be published as a corrigendum in the same newspaper where the earlier advertisement was published.
- ✓ Rejection of bid
- This has to be provided for in the bidding documents and the prior/ post facto approval of the procurement committee must be obtained. The Committee may reject all bids under the following circumstances:
 - Where the price in the lowest evaluated bid exceeds the cost estimates by a substantial margin;
 - Where after receiving bids, it can be reasonably concluded that there is lack of competition.
 - Where all the bids are rejected, the Committee should review the bidding documents and make appropriate relaxations to ensure participation and competition. The name of the successful bidders should be uploaded in the website of the Department/ HEI.
- ✓ Legal jurisdiction: The jurisdiction of civil court in case of any legal disputes shall be clearly mentioned.
- ✓ Penalty clause: Depending on the urgency of the situation, penalty may be imposed on delayed delivery of goods/ services.
- ✓ Buy-back mode procurement
- For Buy-Back or Disposal of Electricals and/or Electronics items, guidelines issued by Department of Information Technology, Government of Odisha vide their letter no. 2363 dated 25.09.2014 must be followed.
- ✓ The tender inviting authority reserves right to either demand or exempt the Tender document and processing fee.

- ✓ Financial proposals will be opened and evaluated for only those firms who qualify in the technical part.
- ✓ Along with technical proposals the HEIs must demand an Earnest Money Deposit (EMD) from the interested bidders. EMD to be demanded is normally between 2% to 5% of the estimated value.
- ✓ EMD of the unsuccessful bidder should be returned to them without any interest latest by the 30th day after issue of the work order to the successful firm and EMD of the successful firm must be returned without any interest after deposit of the Performance Security.
- ✓ Performance Security is 5% to 10% of the work order value. Performance security should remain valid for a period of minimum sixty days beyond the date of completion of all obligations mentioned in the tender document and the same needs to return to the successful firm afterwards.
- ✓ A news paper advertisement is must for procurement thorough open tender process. However the advertisement must be very brief and must indicate that the tender document is uploaded in the website of the respective HEI.
- ✓ The news paper advertisement is to be published in the largest circulated newspapers and as per the rate approved by the “I & PR Department, Government of Odisha”. The details may be found at; “<https://inpr.odisha.gov.in/Download/Approved.pdf>”.
- ✓ Preferably for procurement of Goods where the estimated amount is in between Rs 1 Lakh to Rs 5 Lakhs the news paper advertisement may be published in one largest circulated Odia Daily (Odisha edition).
- ✓ Where the estimated amount is beyond Rs 5 Lakhs the news paper advertisement may be published in one largest circulated Odia Daily (Odisha edition) and one largest circulated English daily (Odisha Edition).
- ✓ Where the estimated amount is beyond Rs 10 Lakhs the news paper advertisement may be published in one largest circulated Odia Daily (Odisha edition) and one largest circulated English daily (National Edition).
- ✓ All documents related to the procurement must be kept safe at least for 10 years.
- ✓ Maintenance of the stock registers by the institutions i.e. the opening balance, receipt and issue of the stock and closing balance is mandatory.

2.5 Procurement through GeM

- ✓ As per the letter issued by the Finance Department, Government of Odisha vide letter no. 28899/F dated 22.08.2019 and office order vide No. 33486/F dated 30.09.2019, the HEIs were directed to perform public procurement through Government e-Marketplace.
- ✓ Hence all the HEIs are directed to registered their institutions under GeM and for any clarifications may contact to the Director-In-Charge, State GeM Procurement Unit, Directorate of Treasuries & Inspection, Odisha

- ✓ All the instructions/guidelines/office orders may be downloaded from the website of GeM and Finance Department, Government of Odisha.

- <https://www.india.gov.in/spotlight/government-e-marketplace-procurement-made-smart#tab=tab-1>
- <https://finance.odisha.gov.in/>

2.6 Procurement of Proprietary items

It will be carried out by a 3 members committee to decide on the purchase within the financial limits is as below;

HEI →	UNIVERSITY	COLLEGE
Members of the Committee	Registrar/HoD, Comptroller of Finance and one subject expert from the University.	Principal, Accounts Bursar and subject expert from the college
Financial Limits	Maximum up to Rs 10 Lakhs	Maximum up to Rs 2 Lakhs

- ✓ For universities if the estimated value for procurement of proprietary items goes beyond Rs 10 Lakhs then an additional subject expert from the same university will be a member of the committee.
- ✓ For colleges if the estimated value for procurement of proprietary items goes beyond Rs 2 Lakhs then an additional subject expert will be a member of the committee.
- ✓ However the colleges cannot procure proprietary items beyond Rs 10 Lakhs.

2.7 Procurement of Furniture items

It is to be done only through vendors registered under Directorate of Export Promotion and Marketing (EMP).

- ✓ District wise list of registered vendors may be obtained from;
 - http://www.msmeodisha.gov.in/AboutUs_KeyPersonnel_Directorate.htm
 - <http://depmodisha.nic.in/index.htm>
- ✓ In case the furniture items approved for a HEI is not available at the registered vendor(s) of the concerned district then the HEI may procure the furniture from the EPM vendors available at the nearby districts.
- ✓ Furniture for faculty common room, Principal room, office use etc.. where specification may not be available in EPM rate contract, the same may be purchased from the open market following the “Procurement & Financial guidelines of OHEPEE” after prior approval from SPD, OHEPEE.

2.8 Validity Period

It refers to the time duration between openings of the financial proposals submitted by the interested parties and issue of the “Work Order” to the successful firm.

- ✓ The maximum validity period acceptable for HEIs as per the procurement method adopted is as follows:

Sl. No	Value of Goods/Services (in Rs)	Type of Procurement	Validity Period (In Days)
1	< = 15,000/-	Direct Purchase	Not Applicable
2	>15,000/- to 1,00,000/-	Local Purchase Committee	30
3	> 1,00,000/- and so on	Open Tender Enquiry	60 - 90

2.9 Financial and Operational Prudence

- ✓ All payments made for construction of civil works, repair and maintenance, procurement of goods and services shall be made only through account payee cheque/DD/NEFT/RTGS. However the HEIs can make cash payment aggregating up to Rs. 5,000/- per month for petty expenses relating to this program.
- ✓ HEIs getting fund under OHEPEE are strictly not allowed to keep funds under Fixed Deposit schemes in Banks. But they may keep the fund under Flexi deposit schemes.
- ✓ Maintenance of the stock registers by the Institutions at the laboratories i.e. the opening balance, receipt and issue of the stock and closing balance is mandatory. The stock register should be maintained in a proper format so that misutilization of the stock can be avoided.
- ✓ The utilization certificate has to be submitted on time for smooth fund flow.
- ✓ The HEIs are bound to provide a quarterly report to the PMU regarding their Procurement activities in the prescribed format.

2.10 Fraud And Anticorruption Measures & Complaint Handling Mechanism

- ✓ Communities and individuals who believe that they are adversely affected by the Program may submit complaints to existing state-level grievance redress mechanisms or to the World Bank’s GRS. The nature and frequency of complaints received varies at the institutions, and most were service-related grievances while some were related to greater transparency and provision of information. RTI has become an effective accountability mechanism.
- ✓ Further the World Bank’s „Guidelines on Preventing and Combating Fraud and Corruption in Program-for-Results financing“ dated February 1, 2012, and revised on July 10, 2015, which covers the borrower’s obligations under the anticorruption guidelines, will apply. Furthermore, the Bank’s “Guidelines on

Preventing and Combating Fraud and Corruption in Projects Financed by IBRD Loans and IDA Credits and Grants”, dated October 15, 2006 and revised in January 2011, and as of July 1, 2016 will apply to the IPF component of the operation.

- ✓ A web application will be developed and linked to website of Higher Education Department, through which any individual can lodge complaint regarding any procurement related activities or otherwise. Adequate monitoring by the Head of Institution shall be conducted for ensuring transparency and accountability.
- ✓ Apart from the web based system an individual/organization may use the existing vigilance and anticorruption mechanisms at the state level including vigilance department that enforce the Prevention of Corruption Act, 1988; financial and performance audits by the CAG of India; the RTI Act, 2005; and various departmental-level vigilance and grievance redress systems. Goo’s Odisha Grievance Redressal Portal (<http://cmgcodisha.gov.in/>) which is monitored at the highest level at the Chief Minister’s Office may also be used for grievance Redressal.

2.11 Procurement Plan & Monitoring

This will be done through a MIS. Adequate training will be provided to concerned stakeholders for timely and accurate updating of data.

2.12 Misprocurement

The project will not finance expenditures for works, goods, services & consultancy which have not been procured in accordance with the agreed provisions in the MoU between HEIs & Higher Education Department. In such cases, the HED will declare misprocurement, and it is the policy of the HED to cancel that portion of the fund allocated to the works, goods, services & consultancy that have been misprocured.

2.13 Record Keeping

All records pertaining to award of tenders, including bid notification, register pertaining to sale and receipt of bids, bid opening minutes, bid evaluation reports and all correspondence pertaining to bid evaluation, communication sent to/with the HED in the process, bid securities, and approval of invitation/evaluation of bids will be retained by the HEIs for future reference & audit purposes for a period of 10 years.

2.14 Administrative Expenditure

- ✓ Mandatory expenses like payments for purchases, third party audit, tender advertisements etc., will be from the Programme Fund.
- ✓ Administrative Expenditure is for Office Expenses for effective running of the Programme like purchase of the Stationery Items, conducting of internal meetings etc.
- ✓ The following ceiling is fixed in respect of various agencies to incur Administrative Expense.

Sl no.	Organization	Amount in Rs. per annum
1	Colleges up to 700 students (+3)	Rs. 10,000/-
	Colleges up to 1500 students (+3)	Rs. 15,000/-
	Colleges above 1500 students (+3)	Rs. 20,000/-
2	Universities	Rs.2 Lakh
3	PMU	As per requirement

SECTION - 03: GUIDELINES FOR AWARDING CIVIL WORKS

The HED/ College/ University can award Civil Works only to any of the following Government Departments;

- a) Rural Development Department (RDD)
- b) Odisha Public Works Department (OPWD)

3.1 GENERAL CONDITIONS

- ✓ Approvals by the HEIs is to be obtained by Implementing Agencies for
- ✓ The concept drawings which should be prepared after optimizing the existing spaces.
- ✓ Building specifications (to be either provided by HEIs or finalized jointly with them)
- ✓ Internal furniture layouts in labs, classrooms etc. to be provided by HEIs
- ✓ Machine layouts in workshops etc. (numbers, electrical loads etc. to be provided by HEIs)
- ✓ Detailed cost estimates.
- ✓ The Executing agency has to give a copy of the all correspondence with the contracting agency to the concerned authority of HED/ College/ University.
- ✓ Kick Off meeting is to be carried out by the implementing agency at the concerned College/ University by the Junior Engineer for works below 10 Lakhs, Assistant Engineer for below 25 Lakhs and Executive Engineer for above 25 Lakhs. From HEIs, Principal/ Registrar along with Building committee nodal person and two other faculty/ staff are to be present. Engineer of IA should brief every month on the progress to the above team.
- ✓ Labor safety & site cleanliness is to be ensured by the executing agency and prompt action is to be taken on the College/ University's oral or written complaint.
- ✓ The Executing Agency must furnish a Quarterly Report to the college/ university along with a copy to the Higher Education Department.

3.2 COMPETENT AUTHORITY

- ✓ It is necessary to obtain the concurrence of the authority that is competent to financially sanction the execution of the work. The formal acceptance of the proposal by that authority is termed **Administrative approval / sanction** for the work. Administrative Approval/Administrative Sanction (AA/AS) can be granted only in case of fund availability at the level of competent authority. To expedite work in certain cases, AA/AS can also be granted without fund at the level of competent authority if Government in Higher Education Department permits.
- ✓ For every work proposed to be carried out for which a lump sum provision has been sanctioned, a detailed estimate must be prepared for the sanction of competent

authority. This sanction is known as the *Technical sanction* and unless otherwise provided, must be obtained before the execution of any work. It is accorded by Engineering Personnel only.

3.3 AUTHORITIES COMPETENT TO ACCORD ADMINISTRATIVE APPROVAL

Sl.No	Authority	Financial limit
1	HE Department	Full power
2	SPD - OHEPEE	Rs. 5 Crores
4	VC of University	Rs. 10 Crores
5	Registrar of the University	Rs. 5 Lakh in each case (recurring/non-recurring)
6	Governing Body	Rs. 20 Lakh in each case(recurring/non-recurring)
7	3 member committee of Principal, buildings nodal officer and IDP coordinator in case of Government / Aided College	Rs. 2 Lakh in each case (repair). Rs. 5 Lakh in each case (non-recurring)

- ✓ However cases where the estimate requires Administrative Approval beyond the monetary limit prescribed in favor of Heads of Department/Administrative Department, as the case may be, shall be referred to the A/D or Finance Department for approval or concurrence.
- ✓ Technical Sanction is to be obtained from the Competent Authority in terms of Para of OPWD.

GOVERNMENT OF ODISHA
HIGHER EDUCATION DEPARTMENT

Letter No: 1271 /HE/WB/OHEPEE/ 234 Date: 30.05.2020
From

Surya Kumar Nayak, OFS
Finance Officer, OHEPEE

To

The Vice Chancellors,
Ramadevi Women's University, Bhubaneswar, Khurda
Khallikote University, Berhampur, Ganjam
Gangadhar Meher University, Sambalpur
North Odisha University, Baripada, Maurbhanja
Shri Jagannath Sanskrit Vishvavidyalaya, Puri

Sub: Disbursement of funds for year 1 towards non-civil activities under OHEPEE .

Ref No: This office letter no: 1223 Dated: 21.03.2020

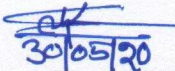
Madam / Sir,

I am directed to inform you that as per the funding norms laid down in the Financial and Procurement manual, every year 25% of the fund will be disbursed out of the total MoU fund. Earlier vide Sanction Order No. 201915963404 dated 04.03.2020 and T.V. No. 2202/18 dated 18.03.2020, a sum of Rs 1,65,00,000 each was disbursed to the universities in round 2 under the OHEPEE program for year 1 towards the non civil activities. As such the differential amount towards the non civil activities of the universities for year 1, is disbursed now as given below:

Sl. No.	University	Amount	Sanction Order No., Date & TV No.
1	Ramadevi Women's University, Bhubaneswar	1,35,00,000	Sanction Order No 202016661211 Dated: 07.05.2020
2	Khallikote University, Berhampur	60,25,000	
3	Gangadhar Meher University, Sambalpur	30,00,000	
4	North Odisha University, Baripada	2,10,00,000	TV No. 2202/4 Dated: 27.05.2020
5	Shri Jagannath Sanskrit Vishvavidyalaya, Puri	35,00,000	
TOTAL		4,70,25,000	

Hence, you are requested to expend funds disbursed herein to your designated bank account, after strictly complying with the guidelines as issued by this Department Letter no. 1223 Dated 21.03.2020.

Yours sincerely,


30/05/20
Finance Officer, OHEPEE

Memo No. 1272 /HE

Dated: 30.05.2020

Copy to P.S. to Hon'ble Minister, Higher Education / Commissioner-cum-Secretary, Higher Education for kind information of Hon'ble Minister / Commissioner-cum-Secretary.

30/05/20
Finance Officer, OHEPEE

Memo No. 1273 /HE

Dated: 30.05.2020

Copy to Registrar (Gangadhar Meher, Ramadevi Women's, Khallikote, North Odisha, Shri Jagannath Sanskrit Vishvavidyalaya) for information and necessary action.

30/05/20
Finance Officer, OHEPEE

Memo No. 1274 /HE

Dated: 30.05.2020

Copy forwarded to FA-cum-Special Secretary, HE department for information and necessary action

30/05/20
Finance Officer, OHEPEE

Memo No. 1275 /HE

Dated: 30.05.2020

Copy forwarded to University section, HED for information and necessary action

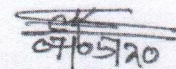
30/05/20
Finance Officer, OHEPEE

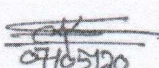
S.V = 110

Statement showing fund transfer to 5 Universities of Phase - II			
Sl. No.	District	University Name	Amount to be disbursed (in Rs.)
1	Khurdha	Ramadevi Women's University Bhubaneswar	1,35,00,000
2	Berhampur	Khallikote University	60,25,000
3	Sambalpur	Gangadhar Meher (G.M) University	30,00,000
4	Mayurbhanj	North Odisha University	2,10,00,000
5	Puri	Shri jagannath sanskrit University Shree Vihar	35,00,000
TOTAL			4,70,25,000

Paid & Cancelled

Passed For Payment of Rs. 4,70,25,000/-
Rupees... Four... Core... Seventy
Lakhs... twenty five thousand
In Favour of... 5 Universities
Phase - 2


07/05/20
FINANCE OFFICER, OHEPEE
HIGHER EDUCATION DEPARTMENT


07/05/20
FINANCE OFFICER, OHEPEE
HIGHER EDUCATION DEPARTMENT

**GOVERNMENT OF ODISHA
HIGHER EDUCATION DEPARTMENT**

Letter No: 313 /HE
234/HE/WB/SSS/OHEPEE/23-24

Dated: 04.03.24

From

Finance Officer, OHEPEE

To

The Registrar,
G M University, Sambalpur

Sub: Release of funds towards the non-civil activities of your university under Odisha Higher Education Program for Excellence and Equity (OHEPEE)

Ref: Your letter no 768 Dated 13.02.24

Sir,

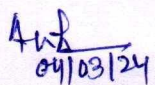
With reference to the subject and your letter cited above, I am directed to inform that your university has utilized 75% of the fund under non civil activities under the program.

After the receipt of the utilization certificate and requisition for the funds, Rs. 37,54,000/- has been released to your university bank account towards non civil activities as per given below:-

Sl. No.	University	Amount	Sanction Order No., Date & TV No.
1	G M University, Sambalpur	₹ 37,54,000/-	Sanction Order No. 202333692130 Dated: 26.02.2024 (TV No. 2202/71 Dated. 29.02.2024)

1. The fund is being released into the OHEPEE Bank Account of your university for implementation of non-civil activities. Diversion of the funds for any other purpose is strictly prohibited.
2. Every procurement of goods/services met by utilizing the program fund must strictly follow the guidelines mentioned in the "Financial & Procurement Manual of OHEPEE" which was given to your university earlier.

Yours sincerely,


04/03/24
Finance Officer, OHEPEE

Memo No. 314 /HE

Dated: 04.03.24

Copy forwarded to FA-cum-Special Secretary, HE Department for kind information and necessary action.

Auth
04/03/24
Finance Officer, OHEPEE

Memo No. 315 /HE

Dated: 04.03.24

Copy forwarded to University section, HED for information and necessary action.

Auth
04/03/24
Finance Officer, OHEPEE

GOVERNMENT OF ODISHA
HIGHER EDUCATION DEPARTMENT

Letter No: 323 /H E
248-HE-WB-OHEPEE-2020-21

Dated: 06/03/2024

From

Finance Officer, OHEPEE

To

The Registrar,
Ravenshaw University, Cuttack
Ramadevi Women's University, Bhubaneswar
MSCBD University, Mayurbhanj
G M University, Sambalpur

Sub: Release of 3rd & final tranche of fund towards the Infrastructure Development under Odisha Higher Education Program for Excellence and Equity (OHEPEE)

Ref.: Your Letter no. 4518, dated 23.02.24 & your letter no. 4335, dated 22.02.24

Madam,

With reference to the subject and your letter cited above, I am directed to intimate that the civil work was completed in your University under the World Bank aided program OHEPEE. As per your request, we have transferred ₹ 5,33,92,293/- towards the 3rd & final tranche of fund towards the infrastructure development of your University. Detail of the fund transfer is as follows:

SN.	Universities	Amount of Fund Transfer	Sanction Order No. & Date	TV No. & Date
1	Ravenshaw University, Cuttack	1,30,09,808	202333705704 26.02.24	2202/66 29.02.24
2	Ramadevi Women's University, Bhubaneswar	1,28,39,636	202333705704 26.02.24	2202/60 29.02.24
3	MSCBD University, Mayurbhanj	1,40,69,160	202333705704 26.02.24	2202/63 29.02.24
4	G M University, Sambalpur	1,34,73,689	202333705704 26.02.24	2202/67 29.02.24
Total		5,33,92,293/-	Rupees Five Crore Thirty Three Lakh Ninety Two Thousand Two Hundred Ninety Three Only	

After Release of fund you are requested to disburse fund in favour of SE/EE as per the clause mentioned in the order issued by this office vide letter no 2388/HE dated 25.10.2021.

Further, you are requested to disburse fund after making necessary deduction towards TDS as per prevailing Govt. guidelines.

Yours sincerely,

Aurbh
06/03/24
Finance Officer, OHEPEE

GOVERNMENT OF ODISHA
HIGHER EDUCATION DEPARTMENT

1606/00/20

EE

Memo No. 324 Dated..... 06/03/2024

Copy forwarded to FA-cum-Special Secretary, to Govt. HE Department for kind information.

Auth
06/03/24
Finance Officer, OHEPEE

Memo No. 325 Dated..... 06/03/2024

Copy to Chief Engineer, OPHWC, Bhubaneswar for kind information and necessary action.

Auth
06/03/24
Finance Officer, OHEPEE

GOVERNMENT OF ODISHA
HIGHER EDUCATION DEPARTMENT

Letter No: 425/248 /HE/WB/OHEPEE/

Date: 29.04.2022

From

Surya Kumar Nayak, OFS
Finance Officer, OHEPEE

To

The Vice Chancellor,
Gangadhar Meher University

Sub: Release of fund towards Infrastructure Development under Odisha Higher Education Program for Excellence and Equity (OHEPEE)

Sir,

With reference to the subject cited above, I am to inform you that for the execution of the civil works, the Administrative Approval of ₹ 7,07,46,000/- for your university has already been accorded to the implementing agency Odisha State Police Housing and Welfare Corporation (OSPHC) and copy communicated to you. In this regard Rs. 2,33,46,180/- i.e 33% of the administrative approval cost has been released to your designated OHEPEE bank account as follows.

Sl. No.	University	Amount	Sanction Order No., Date & TV No.
1	Gangadhar Meher University	₹ 2,33,46,180/-	Sanction Order No. 202224903104 Dated:27.04.2022 (TV No. 2202/14 dt. 28.04.2022)

So you are requested to release the entire fund within five days of receipt of this letter to OSPHC with a copy to PMU, OHEPEE as follows.

Beneficiary name	S.B A/c Number	IFSC Code	Name of the Bank & Branch
The Odisha State Police Housing & Welfare Corporation Ltd.	380802012001050	UBIN0572586	Union Bank of India, Sahid Nagar

A. Vide letter no. 1182, dated 2.3.2020, it was decided that for execution of civil work in the HEIs fund will be released @ 50% of the A/A cost in two tranches. Now the revised fund disbursement modalities from Higher Education Department to University and from University to the OSPHC is as follows.

Sl No.	Modalities of release	Phase-wise release
1	33% of the total estimated cost	First phase release
2	The balance 67% of the total estimated cost will be released in two equal installments subject to submission of Utilization Certificate of at least 75% of the previous release.	Second & Third phase release
3	Out of the third phase fund transferred, the University will release to OSPHC by keeping 10% of the estimated project cost. The retention amount of 10% will be released after completion of the work and handed over of the same to the university authority,	
4	The OSPHC will take supervision charges from the University @ 8% of the actual expenditure. In case of the timely completion of the work, the OSPHC shall be entitled to receive additional incentive of 2% from the university. Completion time include any extension granted due to force majeure/reasons beyond the control of the OSPHC.	

- B. All communication to the OSPHC should be copied to the PMU OHEPEE.
- C. The concerned Civil Work Nodal Officer of the university should coordinate with the OSPHC and update the online civil MIS once construction starts. In case of difficulty, it may be communicated to the Nodal officer of PMU.
- D. After receipt of the UC from the OSPHC, University will counter sign and forward it to PMU, OHEPEE for further action.

By orders of State Project Director, OHEPEE

Yours sincerely,


29/04/2022

Finance Officer, OHEPEE

Memo No. 426 /HE

Dated: 29.04.2022

Copy forwarded to FA-cum-Additional Secretary, HE Department for information

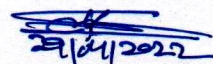

29/04/2022

Finance Officer, OHEPEE

Memo No. 427 /HE

Dated: 29.04.2022

Copy to Chief Engineer (civil), OSPHC BBSR for information and necessary action.


29/04/2022

Finance Officer, OHEPEE

Yes
PTC

Govt. of Odisha
Higher Education department

No. 18019 HE/ Date: 22 06/2018

HE-FE-IA-0006-2017

From

Dr. Mihir Kumar Das (OES-I)
Officer in Charge
State Performance Tracking Cell

To

The Registrar
Gangadhar Meher University, Sambalpur

Sub: Release of 1st installment under "Up gradation of existing Autonomous Colleges into University" component head of RUSA 1.0

Madam/Sir,

With reference to the subject cited above, I am directed to say that Funds under RUSA has been released to your institution. The detailed information regarding release of fund is given below for your reference and record.

Sl No	Name of the Institution	Central share released(in Cr) (60%)	State share released in (Cr) (40%)	Total share released (in Cr) (100%)
1	Gangadhar Meher University, Sambalpur	16.50	11.00	27.50

Further, I am to say that, Rashtriya Uchchatar Sikshya Abhiyan (RUSA) is purely performance based and outcome oriented ^{project} and further fund release would depend upon the submission of Utilization Certificate and Uploading of Photographs through Bhuban RUSA App. It should be noted that all the transactions will be carried out through Public Financial Management System (PFMS).

Therefore, you are requested to utilize the amount and upload the photographs through Bhuban RUSA App, so that the further installment may be released from MHRD.

Yours faithfully

MKG
21/06/18
Officer-in-Charge

[P. T. 0]

Memo No 18020 /HE/date 22 /06/2018

Copy forwarded to P.S to Commissioner-cum-Secretary, Higher Education Dept. for kind information of Commissioner-cum-Secretary.

MCO
21/6/18
Officer-in-Charge

Memo No 18021 /HE/date 22 /06/2018

Copy forwarded to Vice-Chancellor, Gangadhar Meher University, Sambalpur/Vice-Chair person, Odisha State Higher Education Council, (OSHEC), Directorate of Text Book Bureau, A-11, Suka Vihar, Bhubaneswar for kind information .

MCO
21/6/18
Officer-in-Charge

Memo No 18022 /HE/date 22 /06/2018

Copy forwarded to State Project Director, Odisha State Higher Education Council, (OSHEC), Directorate of Text Book Bureau, A-11, Suka Vihar, Bhubaneswar for kind information .

MCO
21/6/18
Officer-in-Charge

Memo No 18023 /HE/date 22 /06/2018

Copy forwarded to Audit Officer, Audit section, Higher Education Dept. for kind information.

MCO
21/6/18
Officer-in-Charge