

## **GUIDELINES FOR STATEMENT OF EXPENDITURE OF UGC SPONSERED CONFERENCE / SEMINAR / SYMPOSIUM / WORKSHOP**

1. The Application for getting grants for any purpose (Seminar / Workshop / Conference / Symposium etc.) Should be sent to other funding agencies after permission from the University.
2. For collecting money for Advertisement and Registration fees, prior permission should be taken from the University.
3. The expenditure of the funds obtained from different funding agencies should be made as per their guidelines and the copy of Application with the sanction letter should be attached with the accounts separately agency wise.
4. Accounts of the fund collected form advertisement and registration fees should be submitted separately. Economic measures should be taken for making expenses under these heads.
  - i. Schools in Departments, which organized none or fewer programmes, should be given preference.
  - ii. Academic programmes which are likely to give new awareness and break new grounds may be encouraged.
  - iii. Programmes in areas of research in which there is considerable activity or thrust/ emerging areas may be given perference.
    - Traveling allowance and incidental expenses for outstation participants, including the resource persons, may be paid as per the rules of the university concerned.
    - Secretarial / clerical, including Class IV assistance, transport, office supplies, postage, cyclostyling, Xeroxing and other items as per rules of the university concerned.
    - Honorarium to the Director of the Programme and the resource persons should not exceed Rs. 1500/- each.
5. For purchase of Costly Items / Non Recurring nature Items : If any item is purchased which is costly and Non Recurring items should be entered in departmental stock register before submitted the account.
6. Account has to be submitted through the Head of the department and should be signed by any two persons from the following: Convener, Organizing Secretary, and Treasurer.

**PT. RAVISHANKAR SHUKLA UNIVERSITY, RAIPUR, CHHATTISGARH**

**STATEMENT OF EXPENDITURE FOR ORGANISATION OF CONFERENCES/  
SEMINARS/SYMPOSIA/ WORKSHOPS / SHORT TERM TRAINING  
PROGRAMMES / (INTERNATION / NATIONAL / STATE LEVEL) AS PER UGC  
NORMS.**

**(Strike out items not applicable/Add what is relevant)**

1. Name of the Programme :

2. Duration:

Opening Date:

Close Date :

3. Number of participations

a) Outstation

b) Local

c) Total

4. Name of the Director:

5. Items of expenditure incurred:

i) TA and Incidental charges to outstation participants \_\_\_\_\_ Rs.  
including resource person \_\_\_\_\_ etc.

ii) Honorarium to Director and resource persons Rs.

vii) Misc. and Contingencies Rs.  
(Secretarial / Clerical, including class IV assistance,  
transport, office supplies, postage, cyclostyling, Xeroxing  
and other items as per rules of University)

Total expenditure incurred Rs.

Grant received from the UGC Rs.

Income from any other source Rs.  
(Please indicate the source and amount)

Total Rs.



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Income	Rs.
Expenditure	Rs.
Balance	Rs.

Certified that an amount of Rs. \_\_\_\_\_ against the grant of Rs. \_\_\_\_\_ has been spent for organization of \_\_\_\_\_ as per UGC guidelines. If as a result of check or audit some irregularity is brought to the attention of the University, action will be taken to regularize the same as per rules of the audit.

Signature of the  
Director of Programme  
/ Organizing Secretary

Signature of the Registrar

Signature of  
Finance Officer