



GOVERNMENT OF GOA
DIRECTORATE OF HIGHER EDUCATION

SCERT Bdg, Alto, Porvorim-Goa.

Tel:2415585/2410824

Email: dir-dhe.goa@nic.in

No.DEV/ SCHEME/ P.S.E.S./99/2022-23/37506

Dated:- 23/02/2023

To,

1. St. Xavier's College of Arts, Science & Commerce, Mapusa- Goa.
2. Dnyanprassarak Mandal's College of Arts, Sou. Sheela Premanand Vaidya College of Science and VNS Bandekar College of Commerce, Bardez- Goa
3. Dhempe College of Arts & Science, Miramar, Panaji- Goa.
4. P.E.S.s Shri Ravi Sitaram Naik College of Arts & Science, Farmagudi, Ponda- Goa.
5. Parvatibai Chowgule College of Arts and Science, Margao- Goa.
6. Carmel College of Arts, Science and Commerce for Women, Nuvem- Goa
7. Government College of Arts, Science and Commerce, Quepem- Goa.
8. Government College of Arts, Science and Commerce, Khandola, Marcela- Goa.
9. Government College of Arts, Science and Commerce, Sanquelim- Goa.
10. St. Joseph Vaz College, C/o Diocesan Society of Education, Institute Nossa Senhora de Piedade, D.B. Marg, Panaji- Goa.
11. DPM's Shree Mallikarjun College of Arts, Commerce and Science, Delem, Canacona, Goa
12. Goa College of Agriculture, Ela Farm, Old Goa, Goa

Sub: Scheme for Promotion of Science Education for the year 2022-23

Madam/Sir,

Applications are invited from the eligible students for availing the benefit under the Scheme for Promotion of Science Education for the year 2022-2023 (both Fresh and Renewal). Colleges should properly scrutinize the applications before submitting their details to this office duly counter signed by the Principal of the College.

The required details to be submitted are available in the Scheme itself. However, for a clear vision, the required information/documents to be submitted as per the "guidelines to be followed" and details of enclosures to be submitted in chronological order as mentioned in annexures enclosed with this letter. The proposal complete in all respect as per enclosures, to be submitted accordingly by **30th March, 2023**.

It may be noted that claims towards purchase of admissible items will be considered only if submitted as per point B (8) of the Guidelines enclosed with this letter.

Issued by: <i>[Signature]</i>
Dated: <i>23/02/23</i>
Directorate of Higher Education
DTE-Complex, Porvorim
Bardez-Goa

Encl : as above

o/c

Yours faithfully,

[Signature]

(Dr. Keshav Dhuri)
Asst. Director(Dev)

Guidelines to be followed while submitting a proposal under the Promotion of Science Education Scheme by the Colleges

98/C

A. Covering Letter attached with following statements to be prepared in Excel Format

- (i) ANNEXURE I - Statement Format (Format I & II)
- (ii) ANNEXURE II - MAINTENANCE DETAILS
- (iii) ANNEXURE III Format In respect of GIA requests by students towards Purchase of Books/equipments

} Formats enclosed at pg. 6/C

B. Details of enclosures to be submitted as per the following chronological order



1. Format I & II (Fresh & Renewal applications) as mentioned in the Scheme (Copy attached). at pg. 1/C
2. Mandate Copy (format copy enclosed) at pg. 7/C
3. Aadhar Card Copy in respect of **fresh students** only
4. Residence Certificate/proof in respect of **fresh students** only (College to verify residence period as per the Scheme and accordingly submit it)
5. Bank details in **duplicate (Cancelled Cheque copy/pass book copy)**
6. Pre-receipts in **duplicate. (Format Enclosed)** at pg. 4/C
7. (i) **Mark sheet Copy of Std. XIIth in case of Fresh/First Year students** should be submitted. **Further if a student of SY/TY is applying as fresh, the college to enclose all earlier mark sheets from Std XII onwards to submit the claim as per the Scheme (i.e. 75% and above at Std. XIIth, 60% and above at FY/SY)**
(ii) In case of **renewal students also**, college to enclose **mark sheets of all previous years i.e. from Std. XIIth onwards.** Further applications of students scoring **75% and above at Std. XIIth and 60% and above at First Year/Second Year B.Sc courses** should be processed by the college.
8. College to strictly scrutinize the **original cash memos/bills** in case, the beneficiary is claiming for grants. Such requests towards purchases shall be processed only after following the below mentioned guidelines.
 - (i) Purchase receipts/ cash memos submitted should be in **Original** only.
 - (ii) Said bills/ purchase receipts/ cash memos to be claimed by the students should be of the same financial year.
 - (iii) Grant are applicable for the purchase of books/journals and lab equipments such as scientific calculators/beakers and **not for stationery items.**
 - (iv) Students will have to certify every bill **towards the purchase of books/journals/ lab equipment from respective subject H.O.D's** before getting countersigned by the Principal.
 - (v) In view of above point 8(iv), **H.O.D's are requested to certify and justify whether or not the purchase of respective books/journals, lab equipments made by the students are eligible or not before getting countersigned by the Principal.**
 - (vi) Students can certify the bills towards the purchase of other items not covered in above point 8(iv) by any H.O.D'S provided the student has enrolled for that particular subject before getting countersigned by the Principal.
 - (vii) If students submit **two or more bills on one paper**, it should be noted that all the items mentioned in all the bills submitted collectively be certified/justified by the H.O.D's.

(viii) Purchase receipts/ cash memos should be legible and signed by the students, respective HOD's along with certification and justification are duly countersigned by the Principal of the College.

8/c

(ix) Overwriting on the printed bills/ changing the amount/ use of correction pen / fake bill should be strictly avoided, as such bills will not be accepted and amount corresponding to such bills can't be granted even though submitted for claim

(x) College to certify each bill/invoice with a proper certificate (format enclosed) (at pg 5/c)

9. It can be noted that the purchase of following items cannot be claimed for grants under the present scheme.

(a) Stationary items : Pen, Pencil, Papers, sharpener, eraser, etc.

(b) Lab equipments: Lab coats

(c) Other equipments : Printers, mouse, keyboard, joystick, battery, any other such gadgets etc.

(d) Towards photocopying(Xeroxing)

10. Over-writing or changing the amount on Pre-receipts should be strictly avoided by the colleges as such pre-receipts are not accepted by the Directorate of Accounts.

11. The proposal under Promotion of Science Education Scheme to be submitted to be enclosed with hard copies and soft copy of details of students/mandate details prepared in excel format, to be mailed to DHE at dir-dhe.goa@nic.in

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**GOVERNMENT OF GOA
DIRECTORATE OF ACCOUNTS
PANAJI-GOA**

**ELECTRONIC CLEARING SERVICE (CREDIT CLEARING)
MANDATE FORM**

User Code No.	
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1) Name of the Account Holder

Mobile No.

2) Particulars of Bank Account

a) Name of the Bank

b) Name of the Branch

c) Address

d) Telephone No.

e) 8 digit Code No. of the bank and

branch as appearing on MICR cheque

f) I.F.S.C. Code

g) Type of Account

h) Account No.(as appearing on cheque book)

i) Aadhaar No.

(In lieu of the bank certificate to be obtained as under, please attach a blank cancelled cheque or photocopy of a cheque or front page of your savings passbook issued by your bank for verification of the above particulars)

I hereby declare that the particulars given above are correct and complete. If the transaction is delayed or not effected at all for reasons of incomplete or incorrect information, I would not hold the user institution responsible. I have read option Invitation circular and agree to discharge the responsibility expected of me as a participant under the scheme.

Certified that the particulars furnished above are correct as per our records

Bankers Stamp

Date :

Signature of the authorised
Official of the Bank

Note : All columns and data should be filled in block/capital letters

ANNEXURE I - Statement Format (Format I & II) in Excel

For Fresh Students

Sr. No.	NAME OF THE STUDENT	FACULTY	% of MARKS AT XIITH SCIENCE (encl)	SCHOLARSHIP AMOUNT	Proof of purchase of Books/ Equipments	TOTAL AMOUNT

For Renewal Students

Sr. No.	NAME OF THE STUDENT	FACULTY	% of MARKS AT XIITH SCIENCE (encl)	PERCENTAGE(%) OF MARKS				SCHOLARSHIP AMOUNT	Towards Books/ Equipmen	TOTAL AMOUNT
				FYB.Sc SEM (I)	FYB.Sc SEM (II)	SYB.Sc SEM (III)	SYB.Sc SEM (IV)			

Note : (1) Students to enclose the marksheet copy
(2) College to mail a copy of above statement to DHE on e-mail dhe.goa@nic.in

ANNEXURE II - MANDATE DETAILS

Sr. No.	Name & Address of the Student	Contact No.	Bank Name and Address	A/C No.	IFSC Code	MICR Code	Aadhaar No.

ANNEXURE III Format in respect of GIA requests (Purchase of Books/equipments)

Sr. No.	Name of the Student	Bill No.	Date	Particulars of Purchase	Amount	Remarks
						College/H.O.D. to certify and justify bills towards books and lab equipments

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**GOVERNMENT OF GOA
DIRECTORATE OF ACCOUNTS
PANAJI-GOA**

ELECTRONIC CLEARING SERVICE (CREDIT CLEARING)

MANDATE FORM

User Code No.	
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e) 8 digit Code No. of the bank and

branch as appearing on MICR cheque

f) I.F.S.C. Code

g) Type of Account

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(In lieu of the bank certificate to be obtained as under, please attach a blank cancelled cheque or photocopy of a cheque or front page of your savings passbook issued by your bank for verification of the above particulars)

I hereby declare that the particulars given above are correct and complete. If the transaction is delayed or not effected at all for reasons of incomplete or incorrect information, I would not hold the user institution responsible. I have read option Invitation circular and agree to discharge the responsibility expected of me as a participant under the scheme.

Certified that the particulars furnished above are correct as per our records

Bankers Stamp

Date :

Signature of the authorised
Official of the Bank

Note : All columns and data should be filled in block/capital letters

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Certificate

Certified that an expenditure amounting to Rs. _____ Rupees. _____
only/- (in words) has been incurred towards purchase of
(mention details of items of purchase) under the Promotion of
Science Education Scheme for the academic year _____.
The said purchase is justified.

Signature of HOD

Principal

Note : To be affixed on/overleaf, purchase receipt/bill, claiming
for Grant-in-aid

PRE-RECEIPT

4/c

Received a sum of Rs. (Rupees..(in words) from the
Directorate of Higher Education, Porvorim, Goa under the
scheme for Promotion of Science Education for the academic year

...

Signature of the Student

Dated

Name of the Student :

Class :

Fresh/Renewal

(Note : Format of pre-receipt by the student)