



# COTTON UNIVERSITY

PANBAZAR: GUWAHATI: ASSAM

No.CU/DSW/2016/02/824-30

Date: 19/02/2020

## Notification

As per the recommendations of the Hostel Establishment Fees Fund Committee and the advice of the Hon'ble Vice Chancellor of Cotton University, the *Guidelines for Utilization of the Establishment Fees Fund of Hostels* have been constituted. Hostel Superintendents are hereby advised to strictly follow the said guidelines and the established Rules for maintaining the Hostel Mess.

### Guidelines for utilization of the Establishment Fees Fund of Hostels

1. 70% of the fund released under head Establishment Fees Fund is allotted for essential minor repairing of Hostel rooms & prosperities, purchasing of essential sports & cultural items and utensils for kitchens, bath rooms etc.
2. 30% of the fund released under head Establishment Fees Fund is allotted for purchasing essential Books, Newspapers, Magazines (Wall magazines included).
3. Establishment Fees Fund **cannot be used** to meet the cost in Food items, Refreshment, travelling etc.
4. Hostel Superintendents have to submit the expenditure statements with proper vouchers showing the GST for audit etc. in time.
5. Vouchers for Laborer/ Wager's payment are exempted from the GST.

This has been issued with the approval of Hon'ble Vice Chancellor.

(Dr. M. Kalita)

DSW i/c

Cotton University

No.CU/DSW/2016/010

Date: 19/02/2020

### Copy to:

1. PS to Vice Chancellor to apprise the Vice Chancellor
2. PS to Registrar to apprise the Registrar
3. Dean S/W, for kind information.
4. The Academic Registrar for kind information
5. All Superintendents of Hostels for information and necessary action.
- ✓ 6. System Manager to upload in the University website.
7. Office file.