



UNIVERSITY OF DELHI

REQUEST FOR RELEASE OF SEED MONEY GRANT

To,
The Registrar,
University of Delhi,
Delhi-110007.

Sir,

I _____, Asstt. Professor, Department/Faculty of _____
_____ who have joined Delhi University on _____ (Date of joining) is submitting
my proposal for release of seed money grant.

1. The seed money grant will be utilized only for the purpose of setting up of my office with basic/minimum facility to enable me to carry out the normal function.
2. The seed money shall be utilized by me within a year from the date of my joining which is _____, in the Faculty/Department and if not utilized within the stipulated period of one year _____ (Date of completion of one year after joining), the same may be treated as lapsed and shall not be carry forward to the next year.
3. I will strictly follow the General Finance Rule 2007 in procurement of the items.
4. The seed money will be utilized for purchase of desktop computer, related software, printer, purchase of office furniture such as table, chair and almirah only.
5. No laptop, tablet, mobile etc, will be purchased under any circumstances.
6. The seed money grant will be utilized for purchase of minor laboratory equipment, chemical consumables, glass wares/Plastic wares etc (for science faculty only).

Yours sincerely

(Full Name & signature)

Recommended and Forwarded

Head of The Department

Dean of the Faculty

Dean Research