

GOVERNMENT OF PUDUCHERRY
STATE PROJECT OFFICE
SAMAGRA SHIKSHA
PKC EDUCATIONAL COMPLEX
ANNA NAGAR, PUDUCHERRY

No.8/SS/Grants/UC/2019-20

dt.25.06.2019

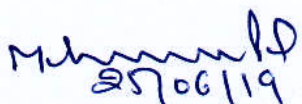
CIRCULAR

Sub : SS - Utilization of Grants, Maintenance of Account and Submission
of Utilization Certificate in Time - Instruction Issued - Reg.

The Heads of the Govt. Schools are hereby instructed to follow the following, regarding the utilization of grants, maintenance of accounts and submission of Utilization Certificate in time in order to avoid the Audit queries:

1. Whenever the funds released to the schools from Samagra Shiksha, the heads of schools are to ensure that the amount has been credited in the bank account of the school and the amount must be spent within the stipulated time.
2. The released amount should be utilized for the purpose for which it has been released with the due approval of the SMC/SMDC.
3. As and when the amount credited and utilized, it should be reflected in the Cash Book maintained for Samagra Shiksha. Similarly the amount should be reflected under the respective Heads of Account maintained in the Ledger.
4. Whenever a cheque is prepared in favour of the Member Secretary, Samagra Shiksha due attention is to be made regarding the fund availability in the relevant account number in the bank, date and signature, in order to avoid bouncing of the cheque.
5. At the end of the financial year, Utilization Certificate should be submitted along with the copy of the bank statement or copy of the entries made in the pass book for that particular financial year, duly attested by the Head of the Institution to the respective Block Resource Centers in time.

The above instructions should scrupulously be followed.


(MOHINDER PAL)
STATE PROJECT DIRECTOR

To

The Heads of Schools,

Copy to :

1. The Joint Director , Directorate of School Education,Puducherry
2. The Dy. Director (Women Education), DSE, Puducherry
3. The Dy. Director (Secondary Education),Karaikal
4. The Chief Educational Officers, Puducherry,Karaikal and Mahe
5. The Delegate to DSE,Yanam
6. The Dy. Inspectors of Schools, Zone-I/II/III/IV/V, Puducherry / I & II, Karaikal
7. Assistant District Programme Coordinators, Pondy/Karaikal/Mahe/Yanam
8. All Co-ordinators, SPO, Samagra Shiksha,Puducherry
9. Block Resource Centre Co-ordinators, Puducherry
10. P.S to DSE, Puducherry
11. P.A to SPD, Samagra Shiksha
12. EDP section - with request to host in the web site.