

No: EDN-H(5) C (10) 17/2011  
Directorate of Higher Education  
Himachal Pradesh.

To

1. All Principals of Govt. College/ Sanskrit College,  
Himachal Pradesh.
2. All the Deputy Directors of Higher Education  
Himachal Pradesh.

Dated: Shimla-171002 , the 07<sup>th</sup> September, 2011

Subject: - Submission of utilization certificates in respect of grant-in-aid sanctioned by the Department during the financial year 2010-11.

Memo:

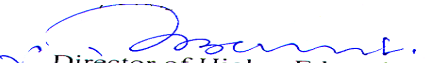
It is brought to your notice that a number of utilization certificates in respect of the PTA grant-in-aid sanctioned by the Government to the PTA teacher of your District are pending for submission to this Directorate. The same are being shown outstanding in the books of Accountant General for want of submission thereof. The position of outstanding utilization certificates is being published every year in the CAG Report. Department has to explain the reasons for non-submission of the outstanding utilization certificates to the Hon'ble PAC. Therefore, it is expedient that Utilization Certificates are submitted within the stipulated period of one year from the date of sanction, of PTA grant.

It is also brought to your notice that the office of Accountant General has been emphasizing for the submission of utilization certificate on the prescribed proforma as per HP Government Order No.11 below HPFR, 1971 (Vol-I) and due to non submission of the Utilization Certificates on the prescribed proforma a number of items are pending for adjustment in the books of Accountant General.

In view of above, it is requested that all the utilization certificates in duplicate which have become due for submission in respect of the PTA grant-in-aid sanctioned during the Financial Year 2010-11 may be collected from the respective **PTA or SMC (Grantee Institutions)** schools and after consolidation duly countersigned U. Cs be submitted on the prescribed proforma to this Directorate by 30-09-2011 positively. In case of college utilization certificate may be submitted direct to this office. In future, it may be ensured that Utilization Certificates of P.T.A. grant are submitted on the prescribed proforma immediately after the utilization of grant-in-aid or within one year from the date of sanction whichever is earlier.

**This may be given personal attention as non-submission of Utilization Certificate(s) may make the Institution ineligible for getting further P.T.A. grant-in-aid, from Government.**

(Enclosed Proforma)

  
Director of Higher Education  
Himachal Pradesh

**FORM OF UTILIZATION CERTIFICATE**

Sr. No.	Letter No. & Date	Bill No. & Date	Treasury Voucher No.	Amount	Sanction Month /Year
1					
2					
3					
<b>TOTAL</b>					

Certified that out of Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_ only) of grant in aid sanctioned during the year in favour of the \_\_\_\_\_ vide this department letter No. \_\_\_\_\_ dated \_\_\_\_\_ under **Major Head of Account** : (As per Head of Account mentioned in the sanction order.)

Rs \_\_\_\_\_ (Rupees \_\_\_\_\_ only) has been utilized for the purpose of \_\_\_\_\_ for which it was sanctioned and that the balance of Rs \_\_\_\_\_, remaining unutilized at the end of the year has been surrendered to the Govt. vide Letter No. \_\_\_\_\_ date: \_\_\_\_\_, will be adjusted towards the grant in aid payable during the next year.

Certified that I have satisfied myself that the conditions on which the grant in aid was sanctioned, has been duly fulfilled/ are being fulfilled and that I have exercised the following checks to see that the money was actually utilized for the purpose for which it was sanctioned

**KINDS OF CHECK & EXERCISED**

- 1.
- 2.
- 3.

Signature  
Designation  
Date