



विरवविद्यालय अनुदान आयोग  
University Grants Commission  
(मानव संसाधन विकास मंत्रालय, भारत सरकार)  
(Ministry of Human Resource Development, Govt. of India)  
पश्चिम विभागीय कार्यालय गणेशखिंड, पुणे- ४११००७  
Western Regional Office, Ganeshkhind, Pune - 411007  
Ph: 020 - 25696896, 25696897, Fax: 020 - 25691477  
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No. F 2-45/16 (GDA/WRO)

Date: 26 OCT 2017

Circular

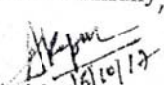
The Principal of all the colleges in the States of  
Maharashtra, Gujarat, Goa and UT's of Daman & Diu  
and Dadra, Nagar & Haveli

Sir/Madam,

In continuation of this office circular No 2-45/16(GDA/WRO) dated 10.08.2017 regarding utilization of General Development Assistance XII Plan up to 30.09.2017 excluding for building projects.

You are requested to submit the audited utilization certificate/documents before 31<sup>st</sup> December, 2017 to finalize the accounts as per format enclosed failing which this office will not release any grant.

Yours faithfully,

  
(Dr. Avichal Kapur)  
Joint Secretary

Encl: As above.

**UGC (WRO), Pune**

Head-wise Brief Report:-

Vide sanction letter No. \_\_\_\_\_ dated \_\_\_\_\_ sanctioned to \_\_\_\_\_

**1. Instrumentation Maintenance Facility (Head 35 & 31)**

| Sr. No | Name of the person, if applicable | Details/Purpose/item | Bill No/Date, Name of the firm, if any | Amount (Rs.) | Rate/Period / Date | Justification/ Utility |
|--------|-----------------------------------|----------------------|--|--------------|--------------------|------------------------|
|        |                                   |                      |  |              |                    |                        |
|        |                                   |                      |  |              |                    |                        |

**2. Improvement of existing premises (Head 35 & 31)**

| Sr. No | Name of the person, if applicable | Details/Purpose/item | Bill No/Date, Name of the firm, if any | Amount (Rs.) | Rate/Period / Date | Justification/ Utility |
|--------|-----------------------------------|----------------------|--|--------------|--------------------|------------------------|
|        |                                   |                      |  |              |                    |                        |
|        |                                   |                      |  |              |                    |                        |

**3. Competence building initiatives in colleges (Head 35 & 31)**

| Sr. No | Name of the person, if applicable | Details/Purpose/item | Bill No/Date, Name of the firm, if any | Amount (Rs.) | Rate/Period / Date | Justification/ Utility |
|--------|-----------------------------------|----------------------|--|--------------|--------------------|------------------------|
|        |                                   |                      |  |              |                    |                        |
|        |                                   |                      |  |              |                    |                        |

The above formats may be used for other heads like Cultural Activities, Educational Innovation, Field Work / Study Tours, Extension Activities, Improvement of facilities in existing premises- common room and toilet facilities for women, Establishment of Day Care Centre in colleges, Human Rights & Duties Education, Career and Counseling Cell, ICT in Education whichever is applicable.

Signature with seal  
Principal

Signature with seal  
Govt. Auditor / Chartered Accountant

UNIVERSITY GRANTS COMMISSION-WRO-PUNE

ACCESSION CERTIFICATE  
(Books and journals)

It is certified that the grant of Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_ only) sanctioned to \_\_\_\_\_ by the University Grants Commission vide its sanction letter No. \_\_\_\_\_ dated \_\_\_\_\_ has been utilized for the purchase of Books and Journals and the same have been accessioned and noted in the Accession Register from Accession No. \_\_\_\_\_ to \_\_\_\_\_ being maintained by the college. The last accession number prior to the Utilization of these grants for books and journals purchased are from \_\_\_\_\_ to \_\_\_\_\_

Signature of the Principal with seal

Signature of the Librarian with seal

Signature of the Chartered Accountant  
(With seal & Regd No of CA)

ASSETS CERTIFICATE  
(Equipment)

It is certified that inventories of permanent or semi-permanent assets created / acquired wholly or mainly out of the grant vide sanction letter No. \_\_\_\_\_ dated \_\_\_\_\_ given by the University Grants Commission for \_\_\_\_\_ are being maintained in the prescribed form and are being kept up to date.

**Equipment:**

| Sl. No        | Name of the Item | Quantity | Bill no. Date & Name of the Firm | Amount (Rs.) | Justification/Utility |
|---------------|------------------|----------|----------------------------------|--------------|-----------------------|
| 1             |                  |          |                                  |              |                       |
| 2             |                  |          |                                  |              |                       |
| Grand Total = |                  |          |                                  |              |                       |

Signature with seal  
Principal

Signature with seal  
Govt. Auditor / Chartered Accountant

**UGC-WRO**

**Statement of Income & Expenditure**

Audited statement of Income & Expenditure in respect of Internal Quality Assurance Cells (IQACs) in Colleges - XII Plan approved by the UGC vide letter No F \_\_\_\_\_ dated \_\_\_\_\_.

| Sl. no  | Income                       | Rs. | Expenditure (Head-wise)  | Non-Recurring (Capital Assets-35) * Rs. | Recurring grant (General-31)* Rs. |
|---|------------------------------|-----|--|---|-----------------------------------|
| 1.  | Grants from UGC              |     | Honorarium to the Director/Coordinator, IQAC @Rs. 1000 (Per month) |   |                                   |
| 2.  | Grants from state Government |     | Office Equipment's   |   |                                   |
| 3.  | Colleges contribution        |     | Hiring Services for Secretarial & Technical Services               |   |                                   |
| 4.  | Internal sources, if any     |     | IT's Communication expenses  |   |                                   |
| 5.  | Internal earned, if any      |     | Contingencies  |   |                                   |
| 6.  | Others, if any               |     | Unspent balance, if any  |   |                                   |
|   | <b>Total</b>                 |     |  |   |                                   |
| <b>Grand Total (Capital Assets 35 + General 31)</b> |                              |     |  |   |                                   |

Date:

Signature of the Principal  
(With seal)

Signature of the Chartered Accountant Government Auditor  
(With seal & Regd. No of CA)

**UNIVERSITY GRANTS COMMISSION**

**AUDITED UTILIZATION CERTIFICATE**

Certified that an amount of Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_) has been received from WRO. UGC vide letter No. \_\_\_\_\_ dated \_\_\_\_\_ out of which an amount of Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_) has been utilized for IQAC-XII Plan and in accordance with the terms & Conditions laid down by the Commission.

If as a result of check or audit objection same irregularity is noticed at a later stage action will be taken to refund the sanctioned amount.

Signature of the Principal  
(With seal & Date)

Signature of the Chartered Accountant  
(With seal & Regd. No. of C.A)

**ASSETS CERTIFICATE**  
(Equipment)

It is certified that inventories of permanent or semi-permanent assets created / acquired wholly or mainly out of the grant vide sanction letter No. \_\_\_\_\_ dated \_\_\_\_\_ given by the University Grants Commission for \_\_\_\_\_ are being maintained in the prescribed form and are being kept up to date

**Equipment:**

| Sl. No        | Name of the Item | Quantity | Bill no. Date & Name of the Firm | Amount (Rs.) | Justification/Utility |
|---------------|------------------|----------|----------------------------------|--------------|-----------------------|
| 1             |                  |          |                                  |              |                       |
| 2             |                  |          |                                  |              |                       |
| Grand Total = |                  |          |                                  |              |                       |

Signature with seal  
Principal

Signature with seal  
Govt. Auditor / Chartered Accountant

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

- (i) The main accounts and other subsidiary accounts and registers (including assets registers) are maintained as prescribed in the relevant Act/Rules/Standing instructions (mention the Act/Rules) and have been duly audited by designated auditors. The figures depicted above tally with the audited figures mentioned in financial statements/accounts.
- (ii) There exist internal controls for safeguarding public funds/assets, watching outcomes and achievements of physical targets against the financial inputs, ensuring quality in asset creation etc. & the periodic evaluation of internal controls is exercised to ensure their effectiveness.
- (iii) To the best of our knowledge and belief, no transactions have been entered that are in violation of relevant Act/Rules/standing instructions and scheme guidelines.
- (iv) The responsibilities among the key functionaries for execution of the scheme have been assigned in clear terms and are not general in nature.
- (v) The benefits were extended to the intended beneficiaries and only such areas/districts were covered where the scheme was intended to operate.
- (vi) The expenditure on various components of the scheme was in the proportions authorized as per the scheme guidelines and terms and conditions of the grants-in-aid.
- (vii) It has been ensured that the physical and financial performance under..... (name of the scheme has been according to the requirements, as prescribed in the guidelines issued by Govt. of India and the performance/targets achieved statement for the year to which the utilization of the fund resulted in outcomes given at Annexure – I duly enclosed.
- (viii) The utilization of the fund resulted in outcomes given at Annexure – II duly enclosed (to be formulated by the Ministry/Department concerned as per their requirements /specifications.)
- (ix) Details of various schemes executed by the agency through grants-in-aid received from the same Ministry or from other Ministries is enclosed at Annexure –II (to be formulated by the Ministry/Department concerned as per their requirements/specifications.)

Date:

Place:

Signature with Seal

Signature with Seal

Name.....  
(Government Auditor/Chartered  
Accountant with Membership No.)

Name.....  
Principal of the College/Institution

## UTILIZATION CERTIFICATE

UTILIZATION CERTIFICATE FOR THE YEAR ..... in respect  
of recurring / non-recurring  
GRANTS-IN-AID / SALARIES / CREATION OF CAPITAL ASSETS

1. Name of the Scheme .....
2. Whether recurring or non-recurring grants .....
3. Grants position of the beginning of the Financial Year
  - (i) Cash in Hand / Bank
  - (ii) Unadjusted advances
  - (iii) Total

4. Details of grants received, expenditure incurred and closing balances: (Actuals)

| Unspent<br>Balances of<br>Grants<br>received<br>years<br>[figure as at<br>Sl. No.<br>3 (iii)] | Interest<br>earned<br>thereon | Interest<br>deposited<br>back to the<br>Government | Grant received during<br>the year |              |                 | Total<br>Available<br>funds<br>(1+2-<br>3+4) | Expenditure<br>incurred | Closing<br>Balance<br>(5-6) |
|---|-------------------------------|--|-----------------------------------|--------------|-----------------|--|-------------------------|-----------------------------|
| 1   | 2                             | 3  | 4                                 |              |                 | 5  | 6                       | 7                           |
|   |                               |  | Sanction<br>No.<br>(i)            | Date<br>(ii) | Amount<br>(iii) |  |                         |                             |
|   |                               |  |                                   |              |                 |  |                         |                             |

Component wise utilization of grants:

| Grant-in-aid-<br>General | Grants-in-aid-<br>Salary | Grant-in-aid-creation of<br>Capital Assets | Total |
|--------------------------|--------------------------|--|-------|
|                          |                          |  |       |
|                          |                          |  |       |

Details of grants position at the end of year

- (i) Cash in Hand / Bank
- (ii) Unadjusted advances
- (iii) Total

**University Grants Commission  
Western Regional Office  
Photograph of Sheela Falak / Plaque  
Construction of \_\_\_\_\_**

Under \_\_\_\_\_ Scheme XII Plan File No: \_\_\_\_\_

UGC Grant: Rs. \_\_\_\_\_

Management / College Share: Rs. \_\_\_\_\_

Total Expenditure : Rs. \_\_\_\_\_

Date of Starting the Construction : \_\_\_\_\_

Date of Completion : \_\_\_\_\_

Principal Name:

College Name:

1. Inner view Photo
2. Outer view Photo
3. Photograph of Sheela Falak (duly signed/stamped by Principal)













