



विश्वविद्यालय 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
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No. F 2-45/16 (IQAC/WRO)

Date: 16 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 grants including Internal Quality Assurance Cells (IQACs) XII
Plan up to 30.09.2017.

You are requested to submit the audited utilization certificate/documents before
31st 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

Statement of Income & Expenditure

Audited statement of Income & Expenditure in respect of General Development Assistance- 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		1) Books & Journals		
2.	Grants from state Government		2) Equipment.		
3.	Colleges contribution		3) Instrumentation Maintenance Facility		
4.	Internal sources, if any		4) Improvement of existing premises		
5.	Internal earned, if any		5) Competence building initiatives in colleges		
6.	Others, if any		6) Cultural Activities		
			7) Educational Innovation		
			8) Field Work / Study Tours		
			9) Extension Activities		
			10) Improvement of facilities in existing premises- common room and toilet facilities for women		
			11) Establishment of Day Care Centre in colleges		
			12) Human Rights & Duties Education		
			13) Career and Counseling Cell		
			14) ICT in Education		
			Unspent balance, if any		
	Total				
Grand Total (Capital Assets 35 + General 31)					

Date:

Signature of the Principal
(With seal)

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

- * As per XII Plan guidelines duly approved by the Planning Board
* (Non Recurring Capital Assets-80%), (Recurring General -20%)

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 CDA-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)

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

Component wise utilization of grants:

Grant-in-aid- General	Grants-in-aid- Salary	Grant-in-aid-creation of Capital Assets	Total

Details of grants position at the end of year

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

P.T.O.

UGC (WRO), Pune

Head-wise Brief Report:-

Vide sanction letter No. _____ dated _____ sanctioned to _____

1. Honorarium to the Director/Coordinator, IQAC @Rs. 1000 (Per month)

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. Hiring Services for Secretarial & Technical Services

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. ITs Communication expenses

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

4. Contingencies

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

Signature with seal
Principal

Signature with seal
Govt. Auditor / Chartered Accountant