

बिहार सरकार

ग्रामीण विकास विभाग

पत्रांक 385550 /

पटना, दिनांक 24/08/18

ग्रा0वि0-01स्था0(प्रशिक्षण)-06/2017

प्रेषक,

सी0पी0 खण्डूजा,  
निदेशक (सा0वा0),  
ग्रामीण विकास विभाग,  
बिहार, पटना ।

सेवा में,

सभी उप विकास आयुक्त,  
(अरवल, शिवहर, लखीसराय एवं शेखपुरा को छोड़कर)  
बिहार ।

विषय :- BTRT प्रशिक्षण हेतु प्राप्त आवंटन का उपयोगिता प्रमाण पत्र भेजने के संबंध में ।  
प्रसंग :- विभागीय पत्रांक-358149 दिनांक-07.03.2018 एवं पत्रांक-371826 दिनांक-  
28.05.2018

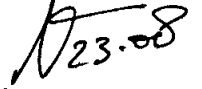
महाशय,

प्रसंगाधीन पत्र द्वारा BTRT प्रशिक्षण हेतु आवंटन दी गई थी । साथ ही उपयोगिता प्रमात्र पत्र के मांग विहित प्रपत्र में की गई थी । विदित हो कि BTRT प्रशिक्षण समाप्त हुये पाँच महीना हो गये । परंतु विहित प्रपत्र में उपयोगिता प्रमात्र पत्र आपके द्वारा मुख्यालय को नहीं भेजी गई है ।

अतः निर्देश दिया जाता है कि पत्र प्राप्ति से तीन दिनों के अंदर विहित प्रपत्र में उपयोगिता प्रमाण पत्र भेजना सुनिश्चित करें ताकि अग्रतर कार्रवाई की जा सके ।

अनु0:- यथोक्त ।

विश्वासभाजन



(सी0पी0 खण्डूजा)

निदेशक (सा0वा0),  
ग्रामीण विकास विभाग,  
बिहार, पटना ।

## Monitoring Format Part B

1. Training Batch Number/Code: \_\_\_\_\_

2. Training Location: \_\_\_\_\_

(a)	Start Date:	
(b)	End Date:	
(c)	No of participants:	

3. Financials:

Total Cost (INR)			
	Billed Amount	Received Amount	Amount receivable
First Installment			
Second Installment			

4. Attachments

A (i) Attendance Sheet:

(ii) Certificate by competent authority regarding the disbursement of trainer.

B. Utilization Certificate (Form-19-A) of the grant received earlier.

- ❖ Attendance Sheet
- ❖ Computer Lab Charge
- ❖ Boarding Expenses
- ❖ Resource Persons honorarium
- ❖ Stationary
- ❖ Other Expenses

Signature



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**GFR 12 - C**  
[[See Rule 239]]

**FORM OF UTILIZATION CERTIFICATE (FOR STATE GOVERNMENTS)**  
(Where expenditure incurred by Govt. bodies only)

Sl. No.	Letter No. and date	Amount	Certified that out of Rs.....Of grants sanctioned during the year.....in favour of Letter No. given in the margin and Rs.....an account of unspent balance of the previous year, a sum of Rs.....has been utilized for the propose of .....for which it was sanctioned and that the balance of Rs.....remaining unutilized at the end of the year has been surrendered to Government (vide No. ....dated.....)/will be adjusted towards the grants payable during the next year.....
	Total		

2. Certified that I have satisfied myself that the conditions on which the grants-in-aid was sanctioned have been duly fulfilled/ are being fulfilled and that I have exercised the following checks to see that the money was actually utilized for the propose for which it was sanctioned.

Kinds of checks exercised

- 1.
- 2.
- 3.
- 4.
- 5.

Signature.....

Designation.....

Date.....

PS: The UC shall disclose separately the actual expenditure incurred and loans and advances given to suppliers of stores and assets, to construction agencies and like in accordance with scheme guidelines and in furtherance to the scheme objectives, which do not constitute expenditure at the stage. These shall be treated as utilized grants but allowed to be carried forward.