

Ensure the following issues for submission of UC of Recurring funds released to the VTCs in the F.Yr. 2018-19

Sl No.	Dos	Don'ts
1	Use the New Format of UC - 330A (attached in notification)	Do not use Old format where Director of Technical Education & Training Bikash Bhavan written in right side of box.
2	"Kind of check exercised" at the bottom of UC Format to correctly enter like - Acquittance Roll, Cash Book, Voucher etc.	Few VTCs are either keeping blank or entering Bank Pass Book, Cheque No etc.
3	UC & SoE period should be clearly mentioned - Example "April' 2018 to March' 2019" matching with earlier correct UC submitted	Don't write 18-19 or 05.05.2018 to 28.04.2019 etc.
4	UC balance should be Arithmetically true	Don't write any other value
5	During preparation of UC & SoE, actual expenditure record should be checked by Head of the VTC like Cash Book, Acquittance Roll & any sub register of expenditure	Few VTCs are only seeing Bank Pass Book for framing UC which is not satisfactory.
6	Spent amout shown in UC should be exactly sum of SoE	Few VTCs are entering grant amount as spent amount in UC.
7	Head of VTC should sign with present date & Seal	Few Head of VTCs are signing without date
8	During signature, Head of VTCs must verify all the data on cool mind	Few VTCs are reluctat to submit UC in correct time
9	Figures of the amount to be written clearly	Don't overwrite or any kind of tampering.
10	UC should be prepared taking correct opening balance amount which must be closing balance of last correct UC submitted	Many VTCs are entering wrong opening balance
11	This Yr, no additional time will be permitted for submitting UC beyond notified period	Few VTCs are reluctat to submit UC in correct time
12	No duplicate submission of UC is required i.e. in Nodal Polytechnic, in Directorate, in Regional Office. Please submit UC in pespective Nodal Polytechnic only.	Few VTCs are submitting same UC to Nodal Polytechnic, in Directorate, in Regional Office.

(FORMAT)
SR-330A OF WBTR-I
UTILISATION CERTIFICATE

Sanction G.O. No.	Date	Amount (Rs.)

Certified that out of
 Rs. _____ of Grant
 sanctioned /allotted during the
 year _____

 in favour of _____

 under the Government of West
 Bengal, Directorate of Vocational
 Education & Training, Kol-160.
 sanction memo/G.O. number (s)
 as mentioned in the table and
 Rs. _____ on account of
 unspent balance of the previous year.
 A sum of Rs. _____ has

Been utilised for the purpose of _____ for which it was sanctioned /
 allotted and that the balance of Rs. _____ remained unutilised at the end
 of the year has been surrendered to Government vide no. _____
 dated _____ and will be adjusted towards the grants payable during
 the year _____.

*" Certified that I have satisfied myself that the conditions on which the Grants / Grants-in-Aid
 were 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 purpose for which it was sanctioned".*

Kinds of check exercised:

- 1) _____
- 2) _____
- 3) _____

Signature:

Designation:

Date:

(Name, Code, Address with PIN Code & Contact mobile/ Phone number of the Project Coordinator)

Statement of Expenditure

(from _____ to _____)

Sl. No.	Head of Expenditure	Amount (Rs.)
1	Administrative Honorarium	
2	Cost of Training Materials.	
3	Electricity charge (for VIII+ Course only)	
4	Office expenses	
	TOTAL	

Date:

(Signature of the Head(Coordinator) /
TIC with Office Seal)

Mob. No. _____