

**Directorate Secondary Education**
सैकेण्डरी शिक्षा निदेशालयOff.: Shiksha Sadan, Sector 5, Panchkula, Haryana 134109 (India) - Tel: 91(0172)-2560246 Fax: 91(0172)-2560253
कार्यालय: शिक्षा सदन, सेक्टर 5 पंचकुला-134109 (भारत) दूरभाष : 91 (0172) 2560246 फैक्स 91 (0172) 2560253

सेवा में,

1. राज्य के सभी जिला शिक्षा अधिकारी।
2. राज्य के सभी जिला मौलिक शिक्षा अधिकारी।
3. प्राचार्य डाईट, बाईट, गैटी।

यादी क्रमांक 10/44-2015 प्रशा0 (1)

दिनांक, पंचकुला: 31.05.2018

Subject:- Supply of information regarding status of parking of Funds in the Bank/Post office and utilization Certificates by the various Govt. Departments Corporations/Boards/State Universities in prescribed proforma.

उपरोक्त विषय के सन्दर्भ में।

विषयांकित मामले में आपको Principal Secretary to Govt. Haryana, Finance Department से प्राप्त पत्र क्रमांक XXVII(1)LAD/TA-III/2018/2225 दिनांक 24 मई, 2018 की प्रति तथा सलग्न प्रोफार्मा A and B भेजते हुए लिखा जाता है कि उन द्वारा मांगी गई सूचना तुरन्त Director, Local Audit Haryana Bays 3-6, 2nd Floor, Sector-2, Panchkula -134112 को डाक द्वारा भेजने के साथ-2 उनके द्वारा दी गई ई-मेल आईडी0 पर भी भिजवाना सुनिश्चित करें।

(Signature)
रजिस्ट्रार शिक्षा
कृते: निदेशक सैकेण्डरी शिक्षा
हरियाणा पंचकुला

पृष्ठांकन क्रमांक-सम-

दिनांक, पंचकुला : 31.05.2018

प्रेषित है:-

इसकी एक प्रति निम्नलिखित को आवश्यक सूचनार्थ एवं आगामी आवश्यक कार्यवाही हेतु

1. प्रधान सचिव हरियाणा सरकार, वित्त विभाग, चण्डीगढ़।
2. निदेशक, लोकल ऑडिट हरियाणा, बेज 3-6, द्वितीय तल, सेक्टर-2, पंचकुला।
3. पी0एस0/निदेशक सैकेण्डरी शिक्षा हरियाणा, पंचकुला।
4. पी0ए0/निदेशक मौलिक शिक्षा हरियाणा, पंचकुला।
5. पी0ए0/अतिरिक्त निदेशक प्रशासन।
6. पी0ए0/अतिरिक्त निदेशक (अकैडमिक)।
7. पी0ए0/संयुक्त निदेशक प्रशासन।
8. निदेशालय के सभी शाखा अधिकारी/अधीक्षक/इन्चार्ज को भेजते हुए लिखा जाता है कि उपरोक्तानुसार सूचना सलग्न प्रोफार्मा में आज 2.00 बजे तक Director, Local Audit Haryana Bays 3-6, 2nd Floor, Sector-2, Panchkula -134112 को डाक द्वारा भेजने के साथ-2 उनके द्वारा दी गई ई-मेल आईडी0 पर भिजवाना सुनिश्चित करें।
9. अधीक्षक प्रशासन (मौलिक शिक्षा)।
10. इन्चार्ज ऑडिट सैल।
11. आई0टी0 सैल (मुख्यालय) (For the purpose of uploading)

(Signature)
रजिस्ट्रार शिक्षा
कृते: निदेशक सैकेण्डरी शिक्षा
हरियाणा पंचकुला



Most Urgent.
Date Bound.
Via e-mail/By post

From Principal Secretary to Govt. Haryana,
Finance Department.

- To
1. All the Head of Departments;
 2. All Commissioners of Divisions;
 3. All the Managing Directors of Boards and Corporations;
 4. All the Deputy Commissioners in the State;
 5. All Registrar in the State Universities;

Memo No. XXVII(1)/LAD/TA-III/2018/2585
Dated: 24-5-18

Subject: - **Supply of information regarding status of Parking of Funds in the Bank/Post office and Utilization Certificates by the various Govt. Departments Corporations/ Boards/State Universities in prescribed proforma.**

Kindly refer to the subject noted above.

I am directed to convey you that Government has assigned the work to collect necessary information regarding status of parking of funds in different banks/post offices etc. and position of utilization certificate of Grants/Funds in all Govt. Departments/Corporations/Boards/ State Universities and other Autonomous Bodies in the prescribed proforma enclosed (Annexure 'A' & 'B') to Local Audit Department.

It is, therefore, requested to direct all the SAS Cadre Officers (CAO/Sr.AO/AO/SO) under your control to collect/prepare requisite information in respect of all Drawing and Disbursement Officers under their jurisdiction on the prescribed proforma annexed and send to the office of Director, Local Audit Haryana, Bays 3-6, 2nd Floor, Sector-2, Panchkula-134112 by post as well as via e-mail at fdladfunds@gmail.com and fdladuc@gmail.com respectively by 30th May, 2018 positively.

Cont..P/2

JDA 25.5.18

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28/05/18
NO. 28708/18
DEPT.

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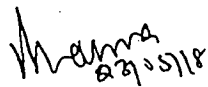
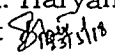
Adm

31/5/2018

It is also pointed out in case of SAS Cadre Officers i.e CAO's/Sr. AO's/AO's and SO's are not posted in the Department/Institute, then the requisite information may be got prepared and verified by the Financial Officers/Accountants of the institution concerned.

This may be treated as **MOST URGENT**.

Encl.: As above.

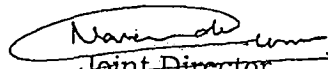
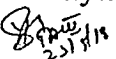

Director,
Local Audit Haryana
For Principal Secretary to Govt. Haryana,
Finance Department 

Endst. No. XXVII(1)/LAD/TA-III/2018/

Dated:-

A copy is forwarded to the following for information and necessary action please.

1. P.S. to Principal Secretary to Government Haryana, Finance Department.
2. Director General, Treasuries and Accounts Haryana, Chandigarh with the request to circulate amongst all the CAO's/Sr. AO's/AO's and SO's to expedite requisite information on the enclosed prescribed proformas by post as well as through email.
3. Deputy Director, ERAMU Branch, 7th Floor, Civil Secretariat, Chandigarh.
4. NIC, 9th Floor, Civil Secretariat (Main Building), Chandigarh for uploading this memo on website of Finance Department.


Joint Director,
For Director, Local Audit Haryana,
Panchkula. 

Annexure 'A'

Proforma for Status of Parking of Funds in the Bank/Post Office by

(Name of Department/Board/Corporation/State University/Local Body/PRI/School/Autonomous Body/etc.)

Sr. No.	DDO Code (if any)	Name of Bank/Post Office with Branch Location	Account Number	Opening date of Account	Nature of Accounts Saving/Current	Status of account operative/inoperative (Since When)	Authorized Signatory(s) to operate the Account	Name of Grant/Scheme/ Head for which account opened	Balance as on 30.04.2018				Term Deposits/F.D.R.'s			Remarks, if any		
									In Saving A/c (Rs.)	In Current A/c (Rs.)	In Fixed Deposits (Rs.)	F.D.R. No.	Others	Period			Due date of Maturity	Maturity Amount (Rs.)
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19
1																		
1																		
2																		
3																		
4																		
Total																		
Total of Balance in Saving & Current Accounts col. No (9+10)																		
Gross total of Funds Parked In Banks/Post Office included FDR'S col. No. (9+10+11)																		

Section Officer/A.O/S.A.O/J.C.A.O

(Drawing & Disbursing Officer)

Annexure 'B'

PERFORMA OF UTILISATION CERTIFICATE
Certificate showing utilisation of Grant/Grants (Centre/State)

Name of Institution: _____

Serial Number	Name and Sanctioning Authority with letter no. and date	Purpose of the grant Conditional or Unconditional	Amount sanctioned (Rs).	Date of credit	Name of bank in which credited with Account No.	Year to which grant relates	Period of utilisation	Amount spent (Rs.) (statement of payments be attached with Vr. No.)	Amount of interest accrued, if any (Rs.)	Amount of interest spent or refunded to quarter concerned	Unspent balance (Rs.)	Remarks, if any.
1	2	3	4	5	6	7	8	9	10	11	12	13

Certified that out of the grant/grants of Rs. _____ sanctioned during the year _____ in favour of _____ as per sanctioning authority (column no. 2) ibid has been actually utilized for the purpose for which grant/grants has been received. The following checks have been exercised to ensure proper utilisation of amount of grant.

Kinds of Check Exercised:-

1. Registers and records maintained for recording receipt & expenditure of grants;
2. Bank Statements, Cash Book/Ledger;
3. All vouchers, Bills maintained;
4. Others to be specified.

Prepared/Signed By

Countersigned by

Signature of CAO/Sr. AO/AO/SO

HOD/HOO