

**FINANCE DEPARTMENT**

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No. 18569(40) /F., Dt. 20.04.2011  
W&M-7/2011

**From**

**Shri D. K. Jena,  
Joint Secretary to Government.**

**To**

**The Financial Advisors/Assistant Financial Advisors  
of all Departments of Government**

**Sub:- Monitoring mechanism for ensuring submission of Utilization Certificate  
by Grantee Institutions in respect of financial assistance/grant-in-aid.**

**Ref: Finance Department Letter No. 18059(40)/F., dt. 16.4.2011**

Sir/Madam,

I am directed to invite a reference to the letter on the subject cited above and say that while issuing sanction orders in respect of recurring grant-in-aid the following point are to be meticulously followed in order to enforce the discipline of timely submission of Utilization Certificate by the Grantee Institutions.

- 1) The requirement of submission of Utilization Certificate, in respect of both recurring and non-recurring grants with conditions to the Administrative Department in duplicate in Form O.G.F.R.-7A by 1<sup>st</sup> June for onward submission to the Accountant General by 30<sup>th</sup> June in terms of Rule 173 of Orissa General Financial Rules, is to be indicated in the sanction order.
- 2) In the sanction/release order in respect of recurring grants for the first quarter of the financial year, it should be stipulated that grant-in-aid for the 2<sup>nd</sup> and subsequent quarters of the financial year shall be released only on receipt of utilization certificate for the grant-in-aid sanctioned during the previous financial year.
- 3) In the sanction order for recurring grant-in-aid for the 2<sup>nd</sup> and subsequent quarters, a certificate should be recorded by the grant sanctioning authorities that "Utilization Certificate for the grant-in-aid sanctioned during the previous financial year has been obtained and submitted to the Administrative Department for onward transaction to the Principal Accountant General (Civil Audit) and Principal Accountant General (A&E), Orissa in letter No. \_\_\_\_\_ dated \_\_\_\_\_."
- 4) The Utilization Certificate received in Administrative Department should be forwarded to the Principal Accountant General (Civil Audit) and Principal Accountant General (A&E), Orissa by 30<sup>th</sup> June in terms of the provisions of Rule 173 of Orissa General Financial Rules.
- 5) No sanction order should be issued by the FAs & AFAs in respect of recurring grant-in-aid for the second quarter without receipt of Utilization Certificate in respect of the grants sanctioned during the previous financial

year.

- 6) The FAs & AFAs are to convene a meeting every month under the chairmanship of the Secretary of the Department to review the position of submission of Utilization Certificate in respect of grant-in-aid sanctioned during the previous financial year.

You are, therefore, requested to ensure the accountability of the grantee institutions for the grant-in-aid provided to them by scrupulously adhering to the procedure outlined in the foregoing paragraphs.

**Yours faithfully,**  
**Sd/- D. K. Jena**  
**Joint Secretary to Govt.**