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MOST

URGENT

“Wear Masks, Follow Physical Distancing, Maintain Hand Hygiene”

GOVERNMENT OF TRIPURA  
DIRECTORATE OF SECONDARY EDUCATION  
EDUCATION (SCHOOL) DEPARTMENT  
(GRANT-IN-AID SECTION)

NO.F.15 (15-2)-SE/GIA/2016 /205

Dated, Agartala, the 27/4/2022.

To  
The Secretary/Head of Office & DDO,  
\_\_\_\_\_  
\_\_\_\_\_

Sub: - Submission of yearly expenditure report with the utilization certificate during the year 2021-22.

Sir,

I am directed to request all the Secretaries /Head of Offices & D.D.Os of Grant-in-Aided Schools to submit the yearly expenditure report with the utilization certificate (Salary & Non-Salary) as per enclosed format (Annexure-A) during the year 2021-22

It is further requested to all the Secretaries /Head of Offices & D.D.Os to submit the aforesaid report to the Office of the undersigned through special messenger within the 7 (seven) days without fail.

Please treat the matter as most urgent.

Enclo:- Annexure-A.

Yours faithfully

For Director of Secondary Education,  
Tripura.

**Format for  
UTILIZATION CERTIFICATE  
2021-22**

**For Primary Head**

Certified that during the year 2021-22 total salary fund Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_) only was received from the Directorate of Secondary Education, Tripura and Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_) only has been utilized and Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_) was unspent balance which has been deposited in treasury vide challan No \_\_\_\_\_ dated \_\_\_\_\_.

Certified that during the year 2021-22, total of non-salary Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_) only was received from the Directorate of Secondary Education, Tripura out of which Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_) only has been utilized for contingent expenditure of this school and Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_) was unspent balance which has been deposited in treasury vide challan No \_\_\_\_\_ dated \_\_\_\_\_.

**For Secondary Head**

Certified that during the year 2021-22 total salary fund Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_) only was received from the Directorate of Secondary Education, Tripura and Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_) only has been utilized and Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_) was unspent balance which has been deposited in treasury vide challan No \_\_\_\_\_ dated \_\_\_\_\_.

Certified that during the year 2021-22, total of non-salary Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_) only was received from the Directorate of Secondary Education, Tripura out of which Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_) only has been utilized for contingent expenditure of this school and Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_) was unspent balance which has been deposited in treasury vide challan No \_\_\_\_\_ dated \_\_\_\_\_.

Signature & seal of the Secretary,  
Managing Committee,  
(Mobile number)

Signature & seal of Head of Office & DDO  
(Mobile number)

