

CIRCULAR

Sub : - IHRD – Utilization Certificate for Non-Plan Fund released by Government for salary and non-salary purpose – Reg.

Government vide G.O(Rt) No.310/2017/Hedn dt 20.02.17 and G.O(Rt) No.827/2017/Hedn dt 03.05.17 had released Non Plan Fund for salary and non salary for the financial years 2016-17 and 2017-18. All the institutions which received the Non Plan fund are directed to forward utilization certificates in the formats I, II and III enclosed , immediately to enable the Head Quarters to furnish it to Govt/AG (Audit) as stipulated by them. The Head of Institutions should take utmost care while preparing the same and they should verify the details with original records kept in the institutions and certify accordingly. Use separate sheets for each financial year.

*Sd/-*

*Director*

*Encl. Format I , II and III*

*To*

*All Head of Institutions concerned*

*SF/OC*

*Approved for Issue*

*Sd/-*

*Junior Superintendent*

**NAME OF INSTITUTION :**

**UTILIZATION OF NON PLAN FUND**

Received from Government for 2016-17 as per G.O.(Rt)No.310/2017/Hedn. Dt.20.02.2017

IHRD Order No & Date	Non Plan Fund -Salary for the Month of .....	Amount (in Rs.)				Balance- unutilized
		Received (date of receipt)	Utilized			
			Date	Purpose (Head of A/c)	Amount	

Certified that the "Non Plan Fund - Salary" received as above has been utilized only for the purposes for which it was sanctioned and the details furnished above has been verified with the relevant records and found correct

Signature and Name of Head of Institution with date

NAME OF INSTITUTION :

## UTILIZATION OF NON PLAN FUND

Received from Government for 2017-18 as per G.O.(Rt)No827/2017/Hedn. Dt.03.05.2017

IHRD Order No & Date	Non Plan Fund -Salary for the Month of .....	Amount (in Rs.)				Balance- unutilized
		Received (date of receipt)	Utilized			
			Date	Purpose (Head of A/c)	Amount	

Certified that the "Non Plan Fund - Salary" received as above has been utilized only for the purposes for which it was sanctioned and the details furnished above has been verified with the relevant records and found correct.

Signature and Name of Head of Institution with date

**NAME OF INSTITUTION :**

**UTILIZATION OF NON PLAN FUND**

Received from Government for 2017-18 as per G.O.(Rt)No.827/2017/Hedn. Dt.03.05.2017

IHRD Order No & Date	Non Plan Fund -Non Salary for the Month of .....	Amount (in Rs.)				Balance- unutilized
		Received (date of receipt)	Utilized			
			Date	Purpose (Head of A/c)	Amount	

Certified that the "Non Plan Fund - Salary" received as above has been utilized only for the purposes for which it was sanctioned and the details furnished above has been verified with relevant records and found correct.

Signature and Name of Head of Institution with date