

केन्द्रीय विद्यालय संगठन

F. No. 110116/2014-15/AA(i)/KVS/Acctts / 115

Dated 17.08.2016

The Deputy Commissioner,
Kendriya Vidyalaya Sangathan,
All Regional Offices

Speed Post/ E-mail

Sub: Preparation of Utilization Certificate of the project KV-reg.

Madam/Sir,

As you are aware that Project KVs accounts are integral part of the KVS Annual Accounts and the accuracy of the Utilization Certificate of a project KV depend upon the accuracy of that project KV accounts. In this regard, it has been decided to include the interest amount under the head "Internal receipts" in the "Utilization Certificate" of the project KVs. In order to prepare the correct Utilization Certificate, following instructions from the financial year 2016-17 onwards need to be followed scrupulously at Regional Office level as well as Vidyalaya level.

- I. The Utilization Certificate should be prepared on the basis of the Receipt and Payment Accounts only.
- II. The amount shown under the head "Grants received during the year" in the Utilization Certificate should be the actual amount received from the Project Authority. The amount received by KV from Regional Office or *vice versa* should not be included in the amount shown under the head "Grants received during the year" in "Utilization Certificate".
- III. Following internal receipts/ incomes including interest amount should be shown invariably in "Utilization Certificate" under the head "Internal Receipts".

A Fees & Fines from Student

- i Admission Fees
- ii Tuition Fees

B Other Income

- i RTI fees
- ii Contribution towards CGHS recovery from staff.
- iii Misc. receipts of Revenue nature (sale of tender form

waste paper, misc. income etc.)

- iv Recoveries of Capital Nature (lost article /damaged article, condemned articles)

C Income from Land & Building

- i License fee /House rent recovery from staff.
ii Hire Charges of Building (Room Rent etc.)

D Interest Received on

- i Savings Bank Accounts/Flexi Deposit Account
ii Term Deposits with scheduled Banks
iii Loan & Advances to employees

IV. The utilization certificate should be prepared in the following format.

Utilization Certificate for the year

| S.N. | Name and address of the project authority | Name of KV | Opening Balance | Grant received during the year | Internal receipts | Sub Total | Expenditure during the year(excluding Administrative Overhead Charges) | Amount of Administrative Overhead Charges | Closing Balance |
|------|---|------------|-----------------|--------------------------------|-------------------|-----------|--|---|-----------------|
| | | | 1 | 2 | 3 | 4(1+3) | 5 | 6 | 7(4-5-6) |

2) In view of the above, it is stated that contents of this letter may be brought to the notice of all concerned for strict compliance at their end while preparing the Utilization Certificate and finalization of Annual Accounts for the financial year 2016-17 onwards. Compliance may be submitted to this office through e- mail (kvsbudget@gmail.com) only.

This may be treated as most urgent.

Yours faithfully,

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(M. Arumugam)
Joint Commissioner (Fin.)

Copy to:-

1. Deputy Commissioner (EDP),KVS (HQ) with the request to upload this letter on KVS Website under the menu -Circulars-Accounts.
2. Finance Officer, all Regional Office for information and necessary action.

Joint Commissioner (Fin.)

