

Government of West Bengal

Education Directorate

Bikash Bhavan, 8th floor, Salt lake, Kolkata 700 091

Memo No. ED-909/2014

Dated : Kolkata, November 12, 2014

From : The Director of Public Instruction
West Bengal

To : Principal/ Teacher-in-charge

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Sub : Submission of "Utilization Certificate" of fund released under "Performance-cum-need based Incentive Scheme" for the years 2010-11, 2011-12, 2012-13 & 2013-14.

With reference to the subject mentioned above, the undersigned has to state that "Utilization Certificate" in respect of grant under reference has fallen due for a long time.

Under the circumstances he/she is requested to submit the Utilization Certificate (UC) in the prescribed proforma as stated in respective Government Order(s) for the period 2010-11, 2011-12, 2012-13 & 2013-14, as the case may be, without any further delay.

The UC may be submitted directly to Joint Director of Public Instruction (NGC), WB at Room No. 816.

This may be treated as extremely urgent as the Audit Compliance report is to be submitted within 30th November, 2014 on behalf of this Directorate to the authority concerned.



Director of Public Instruction

West Bengal